

**Ratcliffe College Suspected or Confirmed Case of COVID-19 Policy**  
**This Policy is written for all three sections of the College.**

Rationale:

In line with the School's Mission Statement, we aim to help students develop their gifts and talents: spiritual and social; intellectual and emotional; aesthetic and physical through the provision of a broad and balanced curriculum, which is responsive to, and supportive of, their needs and aspirations, fosters intellectual curiosity and academic achievement, and motivates them to grow to their full potential. Our Mission Statement is distilled into our Vision Statement, and our aim is to develop our children, pupils and students so that they have "Strength of Mind, Strength of Values, Strength of Purpose".

The School Nurse and SLT will regularly review the Public Health England website for updates regarding any changes to this policy.

Relevant Government Guidance Document:

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

In line with Government guidance:

**If a member of staff or pupil develops any recognised symptoms of COVID-19 at home.**

The family must alert the school as soon as possible if a child has been physically attending school and develops any recognised symptoms of COVID-19:

- a high temperature;
- a new, continuous cough;
- a loss of or change to, your sense of smell or taste.

Any student demonstrating symptoms along with any member of their household are not permitted to attend the in-school provision until either a negative test has been confirmed or they have followed government guidance in relation to self-isolation.

As an additional precautionary measure, Ratcliffe College will inform parents if a pupil in their setting has developed symptoms, without divulging the pupil's identity.

**If a member of staff or pupil develops any recognised symptoms of COVID-19 in school.**

They will be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#). If a child is awaiting collection, they will be moved to the Prep School Parlour or Medical Centre where they will be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. A window will be opened for ventilation. If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom (staff toilet). The medical staff will alert Housekeeping and 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 if a distance of 2 metres cannot be maintained (such as for a very young child). In an emergency, a call will be made to 999.

If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in a setting?' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.

As an additional precautionary measure, Ratcliffe College will inform parents if a pupil in their setting has developed symptoms, again retaining the pupil's anonymity.

### **If there is a confirmed case of COVID-19 within the school setting**

When a child, young person or staff member develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 7 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, and are encouraged to get tested in this scenario.

Where a child, young person or staff member tests negative, they can return to their setting once their symptoms have cleared and the fellow household members can end their self-isolation.

Where a child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting will be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

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 health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. Public Health England will have been contacted by the relevant member of SLT. 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.

Parents will be informed as soon as reasonably possible should they need to take action.

**Senior Leadership Team, May 2020**