



Felsted

FELSTED SCHOOL POLICY FOR THE MANAGEMENT OF CORONAVIRUS: COVID-19

**COVERING BOTH SCHOOLS
INCLUDING EYFS AND BOARDING**

Governors' Committee normally reviewing:	Senior Leadership Team (including Prep School Head)
Date last formally approved by the Governors:	Spring Term 2020
Date policy became effective:	Spring Term 2020

Period of Review:	As required
Next Review Date:	As required

Person responsible for implementation and monitoring:	Heads
Other relevant policies:	Medical Policy Safeguarding Policy Online Learning Policy

Felsted School Policy for Management of Coronavirus (COVID-19)
Updated 4th April 2020

With schools having been closed by the UK Government on Friday 20th March 2020, appropriate sections of the below policy are suspended until further notice is given by the Government that schools are to re-open. At that point the policy will be updated in line with Government advice.

Where necessary additional policies (or an addendum to an existing policy) will be in place while the school is closed.

This policy will be regularly updated in line with Public Health England (PHE) and Government advice.

We need to ensure we are doing everything we can to minimise the risk of spread of the virus, in order to protect all members of the community, but particularly the most vulnerable.

A. Pupils and Staff

Pupils and staff who show symptoms of Coronavirus (Covid-19) must self isolate for a period of 14 days, as must anyone who has someone in their household displaying these symptoms.

- a high temperature – you feel hot to touch on your chest or back
- a new, continuous cough – this means you've started coughing repeatedly

Full boarders who are unable to go home will be isolated in the Medical Centre, or if there is not sufficient capacity in an isolated and segregated corridor in Follyfield.

All staff and pupils should continue to follow general principles of hygiene to prevent the spread of respiratory viruses, including:

- Washing hands often*;
- Covering your cough or sneeze with a tissue, then throwing the tissue in a bin;
- avoiding touching eyes, nose and mouth with unwashed hands;
- avoiding close contact with people who are unwell;
- cleaning and disinfecting frequently touched objects and surfaces;
- if soap and water are not available, using an alcohol based sanitiser that contains at least 60% alcohol.

Unwell pupils should not be sent directly to the Medical Centre for assessment without a prior discussion.

* *Pupils, students, staff and visitors should wash their hands:*

- *before leaving home*
- *on arrival at school*
- *after using the toilet*
- *after breaks and sporting activities*
- *before food preparation*
- *before eating any food, including snacks*
- *before leaving school*

B. Visitors and Parents

Visitors are not currently permitted on site, except with authorisation from a member of the Senior Leadership Team. Any visitor coming on site must provide reassurance that they are in good health, and follow guidance on hand washing while on site.

Parents are asked to contact the school where possible via phone or email, rather than coming into the school.

C. International travel (school trips)

All International Travel (school trips) has been suspended until further notice

D. International travel (pupil and staff travel)

Pupils and staff are strongly discouraged from travel to any high risk areas during the Easter break. Staff will not be required to travel on school business to any high risk areas.

In fact, pupils and staff are discouraged from any travel that is not absolutely necessary.

E. Gatherings/social distance

Pupils and parents are asked to avoid any gatherings, and to maintain social distance as much as possible. Any pupil found to have attended a party, bar or restaurant (from 17th March) will be asked to go into self isolation.

F. Communication

The school will communicate any change to this policy directly to those affected, via the Headmaster's Office (or other delegated office).

It is very important that any pupil, member of staff or parent lets the school know as soon as possible if they believe that they may have been exposed to the virus, or if they display any of the symptoms.

G. Work

The school will endeavour to remain open for as long as possible to support pupils' work. If a pupil is out of school, work will be sent to them on a daily basis via e-mail, MIS, or Google Classroom, and where the pupil is well enough to do the work, they will be expected to keep up to date. There is a protocol for distance learning, which is published to all staff and available on the school website: felsted.org/covid19.

H. School closure

In the unlikely event that the school has to be closed, teachers will continue to deliver lessons by means of Google Classroom, following the usual timetable, and pupils will be expected to read and respond to that work as normal. Clearly this would be a last resort, especially for those facing public examinations this summer. More information can be found on the school website: felsted.org/covid19.

I. Fixtures, Activities, Events and Assemblies

All fixtures, off-site activities, performances and whole-school assemblies (including Chapel services) are cancelled until further notice.

C J Townsend
16th March 2020

Appendix 1: Key contact numbers

Medical Centre	01371 822791
Medical mobile	07764 332924
NHS Direct	111
GWSM	07710 094842
CJT	07581 498931
KAM	07581 498930
SCJ	07770 600426
JPF	07581 498306