

# Confirmed Case Protocol

This is for a pupil attending Rackham who has tested positive for Covid-19.



## Receiving the phone call re: a positive case – Office Staff

Obtain as much information from the parent as possible:

1. What were the symptoms
2. Last day in school
3. Date of symptoms starting
4. Date of test
5. Who lives in the house
6. Name of siblings within the school
7. Have they been at a childminders? What is their support bubble?

## Checking school contacts – BH

1. Class teacher interviewed re contact who do they sit with?
2. Does the year group stream for any subjects?
3. Look at PPA timetable and discuss with PPA Teacher
4. Check interventions
5. Speak to kitchen staff
6. Contact/External visitors for 48 hours from when they were last in school

**Close Contact = Face to Face/1 metre or less for 1 Minute or more/2 metres for 15 Minutes**

## Phone/ email LA & Register Case - BH

1. Notify the LA via [EmergencySchool.Closure@cambridgeshire.gov.uk](mailto:EmergencySchool.Closure@cambridgeshire.gov.uk) of the case and discuss contact tracing
2. Alert diocese and DfE (if required)
3. Alert CoG

## Prepare Letters and Emails – BH and office

1. Letter to parents in the class/year group who need to isolate
2. Letter to whole school
3. Email to staff to notify them and remind them of risk assessment protocols (BH)
4. Contact the families with medically ECV family members

## Learning at home – SLT

1. Check registers to find out who has devices/needs devices (SW)
2. Remind parents of log in details and platforms available etc (SW)
3. Ensure staff have devices (SW)
4. Ensure TA's have tasks to complete from home (if applicable) (SW)
5. Which staff within closed bubbles will be WFH and which will be in school? (SW)
6. **Phase leaders** to ensure planning and resources are high quality before sending to the office to be shared.
7. **Phase leaders** to check their teams are prepared and ready to deliver between 3 -4 hours of full remote learning.
8. **Phase leader** to send a reassuring letter to parents detailing the remote learning plan/ protocol (as per MW's old emails during lockdown1)
9. **BH** to check for consistency in planning and delivery between phases across the school
10. **SC** to keep website in order and check correct plans/ resources are in place.

### Specific Groups of Pupils

#### **FSM pupils – CB and LS**

1. FSM food vouchers organised for two weeks (AL/BH)
2. Organise when they will be delivered to school and how we will get them delivered to families
3. Contact any parent who are showing up on Wonde as having not received or picked up the vouchers

#### **SEN pupils -AB and SW**

1. Identify SEND pupils within affected bubble
2. Liaise with teacher to organise specific work (if applicable)
3. Ensure 1:1 TA is prepped and prepared for zooms and regular contact with their pupils

#### **Vulnerable pupils (LS and CB)**

1. Identify pupils within affected bubble
2. Phone home to reassure family
3. Ask if they need any help or support
4. Devise a schedule for regular phone calls. (LS, CB and BH calling our vulnerable families.)

### Cleaning – PW/SB

- Arrange deep clean of the classroom, including classroom resources, equipment, playground box etc...
- Arrange deep clean the corridor/stairs/toilets/lunch tables
- SB to check in with cleaners and keep them up to date and informed
- Offer additional PPE for cleaning duties where required

### Governors – BH

1. Email Governing board to inform and update them on the situation
2. Ask CoG if he would like to write to parents or staff to offer reassurance

### Additional Tasks

#### **Risk Assessment - SLT**

1. SLT to update risk assessment (if applicable)
2. SB to update any personnel RA's as per current guidance at the time of positive case.
3. SB to record staff absences and those wfh etc.

#### **Attendance – AL/SC**

1. Agree attendance code for the pupils
2. Ensure appropriate code used for DfE daily report

#### **Staff Well-being – BH/CH**

1. Allocate a member of the SLT to liaise with staff regularly

#### **Family Well-being – BH**

1. Call positive case families to check on well-being and offer support/ advise as necessary.

### Press (BH)

#### **Media attention – BH**

1. BH to liaise with Anthony Day if any local press (or otherwise) seeks information from the school or parents.
2. BH and SW to monitor social media and delete any inappropriate comments or potentially contentious threads