

What we will do to if we have a positive Covid-19 test or symptoms reported to us

Our Staff member will send the reporting student home immediately, inform Student Services and HR and advise the student to call 119 to arrange testing for Covid-19 (if not already confirmed). Student Services will advise the parents, if the student is under 18. A room near reception will be made available for safe isolation while the student organises being picked up.



Safeguarding to log the student on the Covid-19 tracking document and update with any changes.

Safeguarding to determine (via phone with student) if any other students or employees have been potentially exposed:

- Who student has had contact with on campus?
 - Talking face to face
 - May have coughed/sneezed close to people
 - Sharing workspace/room for a prolonged period of time
- What buildings/rooms the student has been in?
- When did the symptoms start?

SST/HR to inform Estates and arrange cleaning of areas where employee/student has been in contact with



Safeguarding to email the Directors



Students and employees have been exposed (suspected case)

Students and employees have been exposed (confirmed case)

Students and employees have not been exposed



Student Services/HR to contact all exposed students (and parents) and employees and advise of close contact with suspected case. No need to self-isolate unless displaying any symptoms of Covid-19 but take extra precautions regarding social distancing and handwashing.

Student Services/HR to contact all exposed students (and parents) and employees and advise to self-isolate for 14 days and, if displaying any symptoms, contact NHS 119 for further advice/testing.

Students and employees to remain on site. If any symptoms develop they will be sent home immediately.



Safeguarding will keep in contact with students and ensure they remain at home until they have received their Covid-19 test results. Students will be allowed to return to site if they have tested negative. If the students have tested positive they must self-isolate for 10 days and can return to site after period of self-isolation and only when they are asymptomatic.