

# Procedures for isolating children with suspected/confirmed cases of coronavirus (COVID-19)

- While a child/class is waiting to be collected should they fall ill at school with coronavirus (COVID-19) symptoms, they will be moved to the KS2 Hall (or the intervention room next to the hall if the KS2 Hall is already occupied by children). A child from KS1 with suspected coronavirus symptoms will wait in the KS1 hall until their parent/carer arrives rather than waiting in KS2 in order to minimise mixing across the key stages.
- If staff are moving through the halls and observe children in the halls being isolated while awaiting collection, they will need to find an alternative route.
- The doors/windows in the hall/room will be open.
- This room and also any toilet the children use (if appropriate) will be cleaned and disinfected ‘using standard cleaning products before being used by anyone else.’ The area where they have been working will also be cleaned.
- Wherever possible, the child’s family will be met in the driveway of the school for them to be collected.
- A poster with ‘do not enter’ will be placed on the relevant doors until the room has been cleaned. The member of staff who is with the isolating child/children will need to ensure these are displayed.

## **Action for staff:**

### **For an individual child or siblings:**

- Where there is one child (an isolated case) or siblings, the following people need to be informed that there has been a suspected case/ confirmed case:  
Attendance Officer (to organise the collection of the child)  
DSL (this can be via CPOMS)  
Site Manager (to ensure that the relevant areas of the school are cleaned)

### **For a larger group, including a class**

- Where a larger number of children are being sent home, such as a class, the following people need to be informed that there has been a suspected case/confirmed case:  
Headteacher (to coordinate the closure of the bubble and to liaise with the relevant agencies such as DFE/PHE and LA)  
Office Manager (to coordinate the calling of the children’s parents/carers)  
Attendance Officer (to support with the calling of the children’s parents/carers)  
DSL (this can be via the CPOMS)  
Site Manager (to ensure that the relevant areas of the school are cleaned)

Who covers absence?

Children needing to self-isolate can happen at any time of the school day. Therefore, the following roles will need to be completed by a deputy in their absence:

Name	Deputy
Office Manager	Finance Manager
Attendance Officer	Office Manager
Site Manager	Cleaner
Cleaner	Office staff