



Guide to coronavirus resources available to educational settings and people working with children, young people and students

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 **Norfolk** County Council

This guide is designed to help organisations and people who work with children, young people and students to easily find help and resources to prevent, identify and manage an outbreak of COVID-19.

This includes:

- **Early years settings** – pre-schools, day care, childminders
- **Schools** – mainstream schools, special schools, independent schools, boarding schools
- **Post 16 education** – colleges, FE settings, universities, residential special schools and colleges, halls of residence
- **Children’s homes and all children and young people residential settings**
- **Out of school activities** i.e. holiday clubs, activity centres

Most of the resources you will need are available on the Norfolk Schools Website www.schools.norfolk.gov.uk/coronavirus

This Guide sets out what’s available and how to find it.

There are two sections to this Guide:

1. Preventing an outbreak of COVID-19

This includes links to national advice and guidance, including setting-specific guidance, as well as local resources and materials for you to use.

2. Identifying and managing an outbreak of COVID-19

This includes what constitutes an outbreak, how to report an outbreak, how to get staff and children / young people / students tested, how to help students / families / carers to isolate and other useful resources.

This Guide was correct at time of print 1 September 2020 – Guidance can change at any time. To stay up to date visit www.schools.norfolk.gov.uk/coronavirus and www.gov.uk/coronavirus/education-and-childcare

In case of any questions please contact the Norfolk Local Outbreak Management Centre **01603 223219** email phnorfolkcomc@norfolk.gov.uk

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1. Preventing an outbreak of COVID-19



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Norfolk guidance - compliance code and risk assessments

Note: We regularly update our guidance and the link below will take you to the most recent version.

We've provided a framework to assess and manage the risks associated with coronavirus (COVID-19).

This is to give all staff, parents and pupils the assurance that appropriate control measures are being put in place in response to coronavirus (COVID-19). It reflects current Government guidance.

We expect all local authority-maintained schools to use the following documents. Settings that are not maintained by the local authority may use them for help and guidance, if they wish.

You can find this guidance and additional resources [here](#).

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General infection prevention and control - resources

There are lots of free resources you can use to reinforce good infection prevention and control, which will help to keep children and young people safe. These include posters you can put up in your buildings and leaflets you can provide to parents.



National resources

There are free resources available from the *Public Health England Campaign Resource Centre*, you don't have to sign in or register to access or download all their coronavirus resources. You can access even more of their resources by *registering for an account*.

Fun lesson plans on hand washing and respiratory hygiene for KS1, KS2 and KS3



Local resources

There are lots of posters and campaign materials in Norfolk County Council's *Communications toolkit* – in the 'handwashing' section you can find posters for early years, key stage 1&2, and for key stage 3&4. There are also some videos and posters as part of our young person's test and trace engagement campaign.

There are some posters suitable for children and for parents and carers in educational settings in the communications section of the *Health Safety and Wellbeing page* of the Norfolk Schools Website.

There are some great resources for supporting parents at *Just One Norfolk* including information about *hygiene* and a video on how to *complete a home swab test*.

Also on Just One Norfolk are some helpful *'return to school'* videos and resources.



Training resources

Safety and the COVID-19 Recovery Phase – eLearning - You can use this course to help support your staff in understanding the measures and controls that you are taking at your educational setting to reduce the risk of COVID-19 transmission.

Training presentation – COVID19 Educational and Childcare Settings

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Government guidance – General infection prevention and control

Note: Government guidance is regularly up-dated at
www.gov.uk/coronavirus/education-and-childcare



Schools / childcare settings

Implementing protective measures in education and childcare settings

Full guidance for opening schools

Safe working in education, childcare and children's social care

Supporting children and young people with SEND

How to minimise risk of spreading coronavirus in Nursery, Reception and Year 1 classes

Face coverings in education



Holiday / after school clubs

Protective measures for holiday or after school clubs and other out-of-school activities



Residential settings

Residential provision: children's homes, residential schools registered as children's homes, and foster care



Universities

Guidance on isolation for residential educational settings - university



School transport

Coronavirus (COVID-19) advice for school transport providers

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2. Identifying and managing an outbreak of COVID-19



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Suspected / confirmed cases and outbreak control - guidance

For detailed guidance for schools (non-residential settings) read:

COVID-19 Educational settings – management of cases guidance G646k

Follow the steps on the *Management of cases Flowchart* for what to do if you have a suspected or confirmed case.

To find out what to do if a family refuses to get a child tested, read section 5 of the *Management of cases guidance*.

For detailed national guidance for residential settings (children's social care, residential special schools and colleges, boarding schools, FE colleges, university halls of residence, student accommodation) read - *Coronavirus (COVID-19): guidance on isolation for residential educational settings*

Norfolk County Council has its own *Guidance for complex needs school residential accommodation*.

Information about cleaning is available in the *Management of cases guidance* and the *government guidance*.

Suspected / confirmed cases and outbreak control in schools - resources



We have developed a set of *template letters for schools*. There are five different templates which will help with communication with parents. Feel free to adapt these for your own setting.

- **Letter to parents** - single case
- **Letter to parents** - close contact
- **Outbreak advice to parents**
- **Letter to parents** - possible case in school
- **Letter to parents** - follow up letter

Here is a *contact sheet* you can use to record close contact / groups and bubbles.

Consult our *media tips* for what to do if you're approached by the media for a comment.

NHS Test and Trace – general resources



How to get your staff, governors and volunteers tested for COVID-19

Detailed information about how to get your staff, governors and volunteers tested is in section 5 of the *Management of cases guidance*.



How to support children and families to get tested for COVID-19

Here are some resources that you can use to both inform and support parents and students with NHS Test and Trace.

- *Letter* with information about all the steps the school is taking to keep pupils safe, including information about test and trace.
- *Advice around testing children*
- *Stay at home guidance*
- *How to get a test*
- *Help prevent the spread of coronavirus* – letter and leaflet sent to all households in Norfolk in August 2020
- *Coronavirus support and mental help advice – young people*
- *Looking after children and young people during coronavirus*



Supporting families to isolate

If you know of families who are running short of food or medical provisions whilst isolating, please advise them that help is available from **0344 800 8020**.

You can find other helpful sources of support in our *Partner support pack*



Other helpful resources

School exclusion risks after COVID-19 Report

COVID-19 in Black, Asian and Minority Ethnic populations: An evidence review and recommendations from SAHF

Outdoor learning



Contact

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email **phnorfolkcomc@norfolk.gov.uk**