

OXBRIDGE GUARDIANS

COVID-19 POLICY

This policy is to ensure all staff, homestays, parents and students are safe in the UK, given the current Covid-19 outbreak.

Oxbridge Group Ltd, trading as Oxbridge Guardians and Aspired Education, Registered Company No. 08573744

Devas Club, 2a Stormont Road, Battersea, London SW11 5NB

Approvers: Stephanie Gilbert

Helen Wu

Date Approved: 15/06/2020

Date Reviewed: 04/08/2020

Next Review: 15/06/2021

Related Documents:

Safeguarding and Child Protection Policy

Emergency Situation Policy

Private Fostering Arrangement Statement

Health and Safety Policy

Safer Travel Policy

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Introduction and Overview

The Covid-19 outbreak has had a lasting effect on day-to-day life in the UK. Oxbridge Guardians have detailed the avenues of support and options available to ensure the safety and wellbeing of our students, staff and host families, in line with Government guidelines. We appreciate that there is a lot of uncertainty globally, however we continue to respond to Covid-19 in the ways best recommended by WHO, and Government advice.

As a Gold Standard AEGIS accredited guardian, we're able to be part of a larger guardianship conversation to discuss appropriate support services for our students. These discussions are also informed by policies as well as guidance from AEGIS Covid-Safe Charter, Safe Schools UK, BSA Covid-Safe Charter, and UK Government advice.

As always, our priority is student wellbeing, health and safety and this is at the forefront of our planning. All options have been discussed with our Designated Safeguarding Lead to ensure that they are in line with our Safeguarding Policy, and Public Health England advice.

Relevant policies and advice referred to throughout this document are;

- Government guidance: <https://www.gov.uk/coronavirus>
- HSE guidance: <https://www.hse.gov.uk/coronavirus/index.htm>
- NHS guidance: <https://www.nhs.uk/conditions/coronavirus-covid-19/>
- WHO guidance: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>
- NSPCC guidance: <https://www.nspcc.org.uk/keeping-children-safe/coronavirus-advice-support-children-families-parents/>
- AEGIS Covid-Safe Charter: <https://aegisuk.net/aegis-covid-19-safe-charter/>
- BSA Covid-Safe Charter: <https://www.boarding.org.uk/userfiles/bsa/Covid%20documents/Covid%20Safe%20Charter.pdf>
- Safe Schools UK: <https://www.safeschoolsuk.org/>

Travel Arrangement

There are ongoing changes and restrictions applicable to international flights currently, Oxbridge Guardians will continue to offer the 24 hour support to all students, which should ensure flexibility should flights be delayed or cancelled.

Current government guidance requires that public transport should not be used unless for essential travel. In this way, Oxbridge Guardians provides a safe airport transport service from one of our trusted partners, or alternatively transport arranged by the school. All students will be required to travel directly to their quarantine location, in line with government legislation. Students should ensure that they wear their mask, and other appropriate PPE whilst travelling. Reference should be made to the Safer Travel Policy which has been issued by Oxbridge Guardians.

- Book Oxbridge Guardians Airport Transfer or School Airport Transfer
- Wear mask/ppe when travelling
- Follow **Safer Travel Policy** (informed by UK government guidance)

As detailed within the Safer Travel Policy, Oxbridge Guardians will only use drivers who sign up to our Safer Travel Policy, and implement this, alongside our usual Travel Policy guidelines. The Safer Travel Policy is inclusive of:

- Confirming that driver has not got any symptoms of Covid-19
- Confirming that driver's household/bubble has not had symptoms of Covid-19
- Confirming that driver will provide a safe environment for the students during the journey
 - Mask the entire journey
 - Cleaning car in full before and after student journey
 - Gloves used if moving student luggage
 - Windows open for good ventilation
 - Preferably a screen between driver and passenger (where possible)
 - Seating arrangements within the taxi

As well as detailing transport within the UK, the safer travel policy gives guidance on the travel prior to, and during the student's flight. In this way Oxbridge Guardians hopes to effectively manage any risks which arise through international travel, to ensure the safety and wellbeing of the student.

Quarantine in the UK

Current UK Government Guidelines requests that anyone arriving to the UK should provide an address of where they will complete the 14 days quarantine period. Whilst this may change prior to the arrival of students to the UK (it will be reviewed every three weeks), both Oxbridge Guardians and our partner schools have been able to make suitable arrangements for our students.

Some partner schools have arranged quarantine accommodation and private transfers from the airport for students. Where this is not possible, Oxbridge Guardians have also organised quarantine accommodation to ensure a safe and comfortable environment for our students. Again, airport transfer can be organised directly from the airport to the quarantine accommodation. At the end of the 14 day period, we will organise transport from the accommodation, to the school.

In the Oxbridge Guardians organised accommodation, we will ensure that;

- Social distancing measures are followed across the accommodation
- PPE is worn onsite
- Students have Single rooms with private bathroom where possible. In the case that private bathrooms are not possible, bathrooms will be thoroughly cleaned after each use.
- Students have suitable supervision 24 hours in case of emergency
- Temperature taken daily

Future Accommodation

With view of future half terms, holidays and exeat weekends, we appreciate that there may be restrictions on international travel. In this event, Oxbridge Guardians are happy to provide our excellent host families, as well as the option of residential accommodation, or home tutoring. We will work with parents and schools to ensure that all students can choose the option which will benefit them individually.

If a student presents with Covid-19 Symptoms

In accordance with Public Health England's guidance – anyone who presents with symptoms of Covid-19 should isolate at their current residence. It is not permitted for someone who has symptoms of Covid-19 to move accommodation, unless from their current residence to a healthcare facility (should symptoms worsen). Oxbridge Guardians will work to assist both Schools, Hosts and Residences to ensure that they are able to support and isolate students appropriately. Within the UK, home testing kits for those with symptoms are available to order online; Oxbridge Guardians can assist anyone with symptoms in organising this.

At School

Following Public Health England guidance, anyone who presents with Covid-19 symptoms should isolate where they are and are not permitted to move home. In this way, Oxbridge Guardians are working with Schools (who also follow this advice, as well as BSA and Safe Schools UK Guidance) to ensure that schools have the facilities to provide isolation on school premises. It would not be possible to move a symptomatic student to a host family in accordance with UK law.

In a Host Family

Following Public Health England guidance, anyone who presents with Covid-19 symptoms should isolate where they are and are not permitted to move home. Our Host Families have signed our Covid-19 Charter and Policy which details that if a student should display symptoms, our families would continue to care for the students within their home. They would liaise with us and follow the recommended medical guidance.

On a residential programme

Following Public Health England guidance, anyone who presents with Covid-19 symptoms should isolate where they are and are not permitted to move home. Should a student develop symptoms whilst on a residential programme, they should isolate at this programme, and the programme coordinators will liaise with Oxbridge Guardians and Health Professionals accordingly.

In the event of a School Closure

In the event of a school closure, Oxbridge Guardians would ultimately follow the advice from Department for Education and Public Health England, alongside the schools themselves and guidance from AEGIS.

The recommended procedure for Guardians is as detailed below;

Students showing no symptoms should ultimately and as soon as is practical either:

- A) Return home
- B) Be looked after by their parents
- C) Be looked after by another responsible adult (over 25 years)

In the event of a school closure, where no students have had symptoms or been in contact with anyone from an affected area Oxbridge Guardians will support the school to ensure accommodation arrangement to fulfil the provision of support for each of our students.

In the event of a school closure where some students have shown symptoms of Covid-19, the process for accommodation will be with the school, in line with Public Health England guidance, until the point that the students test negatively for Covid-19. At this point, Oxbridge Guardians will be able to place students within our Host Families.

Masks

As part of the Safe Schools UK initiative, informed by the BSA Covid-19 guidance, we are supporting our students in wearing masks, should they wish to, on their return to school. As part of this guidance, most of our schools have responded positively to this request.

Testing

At home tests, and test centres are now available in the UK and Oxbridge Guardians are working to ensure that any student who displays symptoms can be tested within the suggested parameters. Oxbridge Guardians are also looking into private Covid-19 testing options for our students, and will keep Host Families and Parents informed of what the options are. NHS test centres, and at-home tests are now available to anyone who shows symptoms of Covid-19. Host Families are informed of this process, so that they can arrange for efficient testing should the need arise. Oxbridge Guardians understands that these tests are most effective during the first few days of symptoms, as detailed on the NHS website: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>. Currently, antibody tests are not available for general public, however some keyworkers may be subject to regular covid and antibody testing.

Appendix A: Host Family Covid-19 Contingency Plan (AEGIS, BSA, PHE, DfE, Government, WHO, FCO)

This plan is written for Oxbridge Guardians homestays who are hosting students during the mandatory quarantine. We would only place students with Host Families who:

- Complete successfully the Host Family Risk Assessment and are not detailed as 'high risk'
- Are prepared to follow heightened guidelines for looking after a student within their home.

We urge you to have an individual house plan in place in preparation for you, family members or your student falling ill. Please explain this to your student when they arrive. Please ensure you have sufficient cleaning products, soap, paracetamol, tissues and have a general plan in place following the guidance below.

Quarantine Host Family Guidance

- Ensure the bedroom is completely clean and disinfected before the student's arrival.
- Do not permit your student to leave your home for 14 days, in accordance with UK quarantine guidance.

- Ask your student to stay at least 2 metres (about 3 steps) away from other people in your home if possible.
- Your student should have a single room.
- The Host should provide 3 x meals per day, with social distancing in place at mealtimes.
- Either private bathroom or bathroom schedule will be given to ensure that Host can clean efficiently.
- Antibacterial handwash available in all homes
- Ability to freely go around the home (with social distancing) should the student wish to. Students are encouraged to maintain distance from the Host Family, to ensure safety and effective quarantine, however if they do go into a shared area, it would be monitored by the host family to ensure that they can effectively provide spot cleaning in those areas to minimise any risks.
- Ability to go into the garden/outside space (with social distancing) should the student wish to. Students are encouraged to maintain distance from the Host Family, to ensure safety and effective quarantine, however if they do go into a shared area, it would be monitored by the host family to ensure that they can effectively provide spot cleaning in those areas to minimise any risks.
- Towels washed every three days, and bed linen every seven days.
- Temperature should be taken by host daily, and monitoring of students in case of development of symptoms.
- All family members, including your student, should wash their hands regularly for 20 seconds, each time using soap and water, or use hand sanitiser.
- You should ask your student to stay away from vulnerable individuals, such as the elderly and those with underlying health conditions.
- Ideally, no visitors should come to the home whilst a student is quarantining.
- Where possible, shopping should be done online to avoid potential exposure to the virus in public places. Where this is not possible, masks and hand-washing should be enforced.
- If you or anyone in your household develops symptoms of coronavirus, then all household members must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the house became ill.
- If the student displays symptoms of Covid-19 during their 14 day quarantine period, they need to self-isolate at home for 10 days from when the symptoms appeared, regardless of what day they are on in the original 14 day isolation period.

The homestay should be happy to keep the student under their care in their home should they themselves, any family members or the student present with symptoms. The host should then follow PHE advice for themselves and other family members and specifically follow the advice below in relation to Oxbridge Guardians' students. Current PHE advice for adults as is in the following link: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

If your student presents with possible symptoms of coronavirus infection (COVID-19), however mild, please follow these instructions:

- Apply for a test through NHS, either in person at a test centre, or an at-home test. Should you have trouble with this process, Oxbridge Guardians can assist you to do this: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>

- Inform Oxbridge Guardians by calling 07837778298, Designated Safeguarding Lead - Steph Gilbert.
- Oxbridge Guardians will then take responsibility of communicating with parents and assisting you and offering telephone and email support.
- Do not permit any other members of the household to leave your home for 14 days from when their symptoms started (this action will help protect others in your community while they are infectious).
- Do not permit the student to leave the home for 10 days since the symptoms began (regardless of where the student is within the 14 day quarantine period).
- Plan ahead and ask others for help to ensure that you can successfully stay at home to take care of your student.
- Ask your student to stay at least 2 metres (about 3 steps) away from other people in your home if possible.
- Your student should have a single room available to them should they fall ill.
- Your student should ideally have their own bathroom to use but if this is not possible, they should be asked to clean the surfaces and toilet each time they use it. Please have cleaning items available to them and show them this when they first arrive.
- All family members, including your student, should wash their hands regularly for 20 seconds, each time using soap and water, or use hand sanitiser.
- You should ask your student to stay away from vulnerable individuals, such as the elderly and those with underlying health conditions.
- You do not need to call NHS 111 to place a student into isolation. If your student's symptoms worsen during home isolation or are no better after 7 days, contact NHS 111 online. If you have no internet access, call NHS 111. For a medical emergency dial 999.
- If you or anyone in your household develops symptoms of coronavirus, then all household members must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the house became ill.
- For anyone in the household who starts displaying symptoms, they need to self-isolate at home for 10 days from when the symptoms appeared, regardless of what day they are on in the original 14 day isolation period.

All hosts should ensure they have familiarised themselves with this policy, in particular the contingency plan. Any questions should be directed to Steph Gilbert; steph.gilbert@oxbridgeguardians.co.uk and no bookings will be made with host families until the declaration of understanding of this policy is signed and completed by the host.

Any updates about changes to circumstances should be made to Oxbridge Guardians immediately.