

OXBRIDGE GROUP LTD

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

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Related Documents:

Safeguarding and Child Protection Policy

Emergency Situation Policy

Private Fostering Arrangement Statement

Health and Safety Policy

Safer Travel Policy

Oxbridge Group Ltd: Covid-19 Policy

Contents

Introduction and Overview.....	3
Travel Arrangement.....	3
Quarantine in the UK.....	4
Half Term and Holiday Accommodation	4
If a student presents with Covid-19 Symptoms	5
At School	5
In a Host Family	5
In the event of a School Closure	5
Masks.....	6
Testing	6
Appendix A: Host Family Covid-19 Contingency Plan (AEGIS, BSA, PHE, DfE, Government, WHO, FCO) Quarantine Bookings.....	6
Appendix B: Covid-19 Acknowledgment (Parents).....	8
Appendix C: Student Covid-19 Information	9

Oxbridge Group Ltd: Covid-19 Policy

Introduction and Overview

The Covid-19 outbreak has had a lasting effect on day-to-day life in the UK. Oxbridge Group Ltd 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 are 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: [COVID-19 | Boarding Education UK | The Boarding Schools' Association](https://www.bsaschools.org/covid-19)
- Safe Schools UK: <https://www.safeschoolsuk.org/>

Travel Arrangement

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

Current recommendations for entry to other countries may include the requirement to undertake a private Covid-19 PCR test, and antibody (IgM) test. Oxbridge Group Ltd are committed to keeping up to date with requirements for entry to other countries, and will ensure to support students and parents to making the arrangements to meet these requirements.

Oxbridge Group Ltd: Covid-19

Policy

Oxbridge Group Ltd provides a safe airport transport service from one of our trusted partners, or alternatively transport arranged by the school. All students will be advised to travel directly to their location, to reduce the possibility of contracting Covid-19 during travels. In this way Oxbridge Group Ltd would recommend private travel over public transport. Students should ensure that they wear a mask, and other appropriate PPE whilst travelling. Reference should be made to the Safer Travel Policy which has been issued by Oxbridge Group Ltd.

- Book Oxbridge Group Ltd Airport Transfer or School Airport Transfer
- Wear mask/ppe when travelling
- Follow **Safer Travel Policy**

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

- Confirming that driver has not got any symptoms of Covid-19
- Confirming that driver's household 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 Group Ltd hopes to effectively manage any risks which arise through international travel, to ensure the safety and wellbeing of the student.

Quarantine in the UK

There is no requirement to quarantine on arrival to the UK, to complete any 'Passenger Locator Form' or to be fully vaccinated.

These are the current Government Guidelines available at: [Travel to England from another country during coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/travel-to-england-from-another-country-during-coronavirus-covid-19) Oxbridge Group Ltd are updated regularly with any changes to these requirements.

Half Term and Holiday 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 Group Ltd 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.

Oxbridge Group Ltd: Covid-19

Policy

As Covid-19 is a worldwide pandemic, we have issued guidance to all Host Families, Students and Partners on what to do should a Student or member of the family present symptoms during the students stay. We have also issued guidance to Host Families, Students and Partners to ensure that everyone is adequately prepared and informed on best practice to reduce the risk of Covid-19. Whilst we have ensured as best we can that measures are taken to help minimise the risks to Students, Host Families and Partners, we cannot offer any guarantee that anyone is wholly safeguarded against infection.

Regarding half term or holiday bookings; whilst travel is currently permitted, if there are limitations put into place, the government guidance specifies that students having accommodation whilst the schools are closed meets this requirement.

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 try to stay at home, and avoid contact with other people for at least 5 days from when you start symptoms or take the test. Whilst mandatory quarantine is no longer a requirement, Oxbridge Group Ltd would recommend that students who present with symptoms or test positive should isolate at their current residence. Oxbridge Group Ltd will work to assist both Schools and Hosts to ensure that they are able to support and isolate students appropriately.

At School

As students are not required by law to isolate, it is Oxbridge Group Ltd suggestion that students should isolate while symptomatic. Most Schools have the facilities to provide isolation on school premises for students who present with symptoms. In exceptional circumstances it may be possible to move a student from School accommodation to Host Family Accommodation if there is an overriding health or safeguarding issue.

In a Host Family

Whilst there is no requirement by law to isolate, Oxbridge Group Ltd suggest that should students or Host Families present as symptomatic or positive during a student's stay, that isolation guidance is followed. Government information about preventing the spread of Covid-19 within a household is available here: [Reducing household transmission - English \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/91222/reducing-household-transmission-english.pdf)

In the event of a School Closure

In the event of a school closure, Oxbridge Group Ltd 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

Oxbridge Group Ltd: Covid-19

Policy

C) Be looked after by another responsible adult (over 25 years)

In the event of a school closure, Oxbridge Group Ltd will support the school to ensure accommodation arrangement to fulfil the provision of support for each of our students. Should students be symptomatic ideally they would stay in School accommodation until testing negative, however the requirement to quarantine is not mandatory.

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

Lateral Flow tests are no longer a twice weekly requirement, but are available to buy for asymptomatic testing. Students and Hosts are encouraged to continue regularly taking the lateral flow tests during times of holiday to reduce risk. At home PCR tests, and test centres are available in the UK and Oxbridge Group Ltd are working to ensure that any student who displays symptoms can be tested within the suggested parameters.

Private testing is a requirement for entry to some countries (both covid tests and antibody tests). Oxbridge Group Ltd has a file of private clinics which offer testing within 24-48 hours to meet the requirements of entry. Should a student require tests in advance of international travel, Oxbridge Group Ltd can help to support students with the booking process.

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

This plan is written for Oxbridge Group Ltd homestays who are hosting students during the suggested self-isolation if symptomatic or testing positive. We would only place Positive 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.

'Self Isolation' Host Family Guidance

- Ensure the bedroom is completely clean and disinfected before the student's arrival.
- **On arrival to UK:** Travel directly to the Host Family
- **Testing:** will be organised by Oxbridge Group Ltd, and update given to the Host and Student directly.
- **If symptoms develop whilst staying with a host:** Students may not leave the home they are isolating in for 5 days, or until testing negative.

Oxbridge Group Ltd: Covid-19

Policy

- 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, suggested government guidance is that they should self-isolate if possible. Current NHS advice for adults as is in the following link: [What to do if you have coronavirus \(COVID-19\) or symptoms of COVID-19 - NHS \(www.nhs.uk\)](#)

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 NHS advice for themselves and other family members and specifically follow the advice below in relation to Oxbridge Group Ltd' students. Current NHS advice for adults as is in the following link: [What to do if you have coronavirus \(COVID-19\) or symptoms of COVID-19 - NHS \(www.nhs.uk\)](#)

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

- Inform Oxbridge Group Ltd by calling 07837778298, Designated Safeguarding Lead - Steph Gilbert.
- Oxbridge Group Ltd will then take responsibility of communicating with parents and assisting you and offering telephone and email support.

Oxbridge Group Ltd: Covid-19

Policy

- Encourage any other members of the household not to leave your home for 5 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 5 days since the symptoms began, or until they receive 2 negative Lateral Flow tests in a row.
- 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, suggested government guidance is that they should self-isolate if possible. Current NHS advice for adults as is in the following link: [What to do if you have coronavirus \(COVID-19\) or symptoms of COVID-19 - NHS \(www.nhs.uk\)](https://www.nhs.uk/what-to-do-if-you-have-coronavirus-covid-19-or-symptoms-of-covid-19)
- 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 Group Ltd immediately.

Appendix B: Covid-19 Acknowledgment (Parents)

All parents, students, host families and partners should be aware of the potential risks associated with the contagious pandemic Covid-19. Whilst Oxbridge Group Ltd have ensured that all parties are informed and equipped with the knowledge of relevant policies and procedures, it is essential that everyone is also mindful of the contagious nature of Covid-19. To safeguard all parties as much as possible, Oxbridge Group Ltd has implemented the following practices:

- Risk Assessment of Host Families used for Quarantine
- Risk Assessment of Students requiring Quarantine
- Staff trained in Safeguarding and Covid-19 to support students remotely
- Updated advice to Host Families on how to minimise risk within the home
- Declaration from all drivers and partners on Covid-safe travel
- Following AEGIS Covid Charter regarding what to do should anyone present symptoms

Oxbridge Group Ltd: Covid-19

Policy

- Following government guidance on self-isolation, local and regional lockdowns and social distancing measures
- Encourage and educate all students on staying safe during the pandemic.

Parents should understand that Covid-19 is highly contagious and due to its nature, prevention of exposure and infection cannot be guaranteed by any parties. Oxbridge Group Ltd have done and will do our best to minimise the risks to all parties. Should any student or partner develop symptoms of Covid-19, we have the systems in place to support the individual and assist with swift testing and treatment.

Please sign below to confirm understanding:

Student Name: _____

Parent Name: _____

Date: _____

Appendix C: Student Covid-19 Information

All students should be encouraged to follow UK Government Guidance on effective prevention of Covid-19, including:

- Washing hands regularly, and for more than 20 seconds
- Wearing a mask in public places
- Social distancing (2m) for people outside the bubble.

For students staying in Oxbridge Group Ltd arranged accommodation we ask that you follow the rules of the household also. On occasion, lockdown guidance in the UK does limit social interactions outside of the household, and so students should be vigilant about following this.

Students should make sure that they are following the guidance and keeping an increased level of hygiene. If students feel unwell over Holidays, they should inform their PSO from Oxbridge Group Ltd, and also their host family. Should anyone develop symptoms of Covid-19, the host family and Oxbridge Group Ltd will work to arrange a swift test, and students should isolate in the place that they develop symptoms, as per the government regulations.

If students must 'self isolate' with a Host Family:

- **On arrival to UK:** You should travel directly to the Host Family
- **Testing:** will be organised by Oxbridge Group Ltd, and update given to the Host and Student directly.
- **If symptoms develop whilst staying with a host:** You may not leave the home you are staying in for 5 days
- You should make sure you keep social distance from others in the household (the host family will guide on how to do this within the home).
- You may wish to eat in your room – host families can provide meals to the bedroom.
- You should have your own bathroom. Where this is not possible, the host family will give you information about a bathroom rota so they can organise adequate cleaning in between uses.

Oxbridge Group Ltd: Covid-19

Policy

- You will have a window in your room which you should use to make sure its ventilated as best you can.
- You may wish to go into the garden, with host family permission this is allowed but you should be very careful when going through any shared areas to get to the garden.
- Host family will discuss with you the best way to do laundry – it may involve them collecting from you in a bag and delivering back to you.
- Your host family can take your temperature for you.
- You should wash your hands more often, and for more than 20 seconds.
- You should notify the host if you feel unwell.

If you are feeling concerned or worried about Covid-19, please speak with one of the team, or have a look at these online services which can offer more support:

<https://www.nspcc.org.uk/keeping-children-safe/coronavirus-advice-support-children-families-parents/>

<https://www.childrenscommissioner.gov.uk/wp-content/uploads/2020/03/cco-childrens-guide-to-coronavirus.pdf>