



**Norland
COVID-19
Placement Protocol**



Norland's [Risk Mitigation Guidance document](#) states the following:

Placements

It is our intention that all students will access placements in schools, nurseries and with families. To keep you safe, settings, families and students will be **asked to complete and sign our Health and Safety Risk Assessment** form to allow the placement to proceed. The risk assessment is designed to highlight and maintain safe working practices for all. It covers many aspects, including responsibilities for washing of hands, maintaining hygiene and cleaning routines, creating a social bubble, and what to do if you start to feel unwell. Students will also complete a daily health declaration; this needs to be emailed to placements@norland.ac.uk. **The placement team are available to support and guide you** with further information if you feel unsure or wish to discuss any aspect of the risk assessment further. Keeping everybody safe is our priority.

Students will also be expected to carry out asymptomatic testing twice weekly. Students may access their placements testing regime at the request of the placement or they can also carry out the test at a Norland test centre. If a student is completing a family placement outside of Bath the testing packs will be made available to them to self-test and then log the results via the NHS app. Students who are carrying out self-testing will need to inform Norland of the test results via absence@norland.ac.uk.

As part of the risk assessment process, the student will liaise with the family/setting prior to commencement of the placement in order to identify the particular measures in place in the setting or home, to ensure the student follows their protocols. Through this professional discussion, the student and the setting/family need to feel confident that the arrangement is workable and follows current guidelines.

We always hope for the best but need also to plan for a **range of scenarios** we may need to consider, including a further lockdown or other COVID-19-related events, once students are in their placements.

Placements should also read Norland's Outbreak Response Plan and the information charts regarding the protocols to be followed for suspected and confirmed cases, available at norland.ac.uk/coronavirus-response.

Please note that in making decisions about continuing on placement in these various scenarios, we have taken into consideration the current government guidelines, such as the [Road Map out of Lockdown](#). These are covered by the Risk Mitigation Guidance document.

By 'teaching group bubble', we mean the groups in which you are taught – e.g. Group A1, A2, B1 and N2 OR Group C1, C2, D1 and D2.

By 'placement', we mean a family or a setting unless otherwise specified.

Scenarios – suspected cases

A ‘suspected case’ is anyone who displays the main symptoms of COVID-19, as per [NHS self-assessment guidelines](#)

1. If Norland has a suspected case of COVID-19 (staff or student)

In the event of a student reporting a suspected case for themselves or a member of their housing bubble and having to self-isolate, the placement team will, at the first opportunity, contact the relevant placements. The student will not be able to remain in the placement for the self-isolation period while waiting for the result of the NHS test. The placement team, the student and the placement will decide whether the student can engage with the placement online.

In the case of family placements, where the self-isolation occurs may depend on the circumstances of the placement and will be decided upon by the family, the student and the placement team together. The student can explore with the placement how they might continue to engage with the children in a meaningful way that is beneficial to all, if the student is well enough to do so.

If the COVID-19 test comes back negative, the student will resume placement activity as soon as possible. If the COVID-19 test comes back positive, the actions in the Confirmed Case section of the Norland Outbreak Response Plan will be instigated.

In the event of a staff member having a suspected case and having to self-isolate, the placement will not be informed unless there has been recent and close contact with the student in that placement or with the placement itself.

2. If a placement (family or setting) has a suspected case of COVID-19

In the event of a suspected case of COVID-19 in the setting/family, the setting/family must contact the placement team at the first opportunity. A decision can then be made by the placement team, the placement and the student about whether or not the student continues in the placement, via a professional discussion. For example, if a staff member at the placement needs to self-isolate, it is likely that the setting and the student will continue unless the student has an underlying health condition. If the placement is with a family and a family member is self-isolating, then the student will also need to self-isolate, either in their own home (setting or daily family) or in the family’s home if they are in the same household (residential or live-in). Depending on the decision and the situation, there may be opportunities for the student to continue to engage with the setting or family. For example, they might be able to continue to contribute to online activities for the setting.

All those within the student’s housing bubble will be informed via the contact tracing procedure in the sense that their placements (family or setting) will be informed that their student is in a bubble in which another student’s placement has a suspected case. This will help to ensure that informed decisions can be made by students and their own placement groups. If a placement (family or setting) that has a student within the bubble groups decides that the student should not continue due to concerns about the risk, the student should contact the placement team. If the student has had recent contact with a member of Norland staff, a decision will also be made about mitigating the risk at Norland.

Norland will be guided by the placement (setting or family) and NHS advice regarding the return of students to placements.

Scenarios – confirmed cases

A 'confirmed case' is when an NHS test has been taken and the test is positive [[NHS guidance](#)]

- 1. If Norland has to close its campus due to a local or national lockdown, or if a confirmed case of COVID-19 is identified for a student or staff member**

Lockdown

In the event of a national lockdown, Norland will assess the situation and level of risk at that time. As a practical course, Norland can remain open and allow students to access their placements.

Students who are on placements with families will have the option to continue with their placement, as the risk of transmission is reduced in these contexts and the government allows home-based childcare to continue. This decision will be made by the family and the student together via a professional discussion about whether or not the family is comfortable having the student continue their placement.

Norland will be guided by Public Health England (PHE) advice regarding remaining open.

Confirmed case

If the confirmed case is the student in that setting/family or a student who has been in the same bubble groups (housing and teaching) as the confirmed case, they will not be returning until the confirmed case has recovered and a sufficient self-isolation period has occurred to ensure no one else in the bubble has been infected. The NHS Test and Trace service will contact the infected person in order to alert others who may have caught the virus. For any student with an underlying health condition, the placement will not continue. For students directly affected by the confirmed case who are in live-in or residential placements, the placement team will discuss with the family the best way forward for all concerned.

- 2. If the setting has to close due to lockdown (national or local) or a confirmed case of COVID-19, or if the family has a confirmed case within the household**

In the above cases, the setting/family must contact the placement team at the first opportunity and the student will be removed from the placement. The student can then explore with the setting/family, via a professional discussion, how she or he might continue to work with them. In the case of a setting, the student will no longer attend the placement. In the case of a family, the student may go into lockdown or self-isolate with the family. The discussion may include clarifying how the student might still engage with the placement in a meaningful way, in line with the setting's own provision during closure or the family's lockdown arrangements. For example, they might be able to continue to contribute to online activities for the setting, or they may choose to go into lockdown with the family.

All those within the student's bubble groups (teaching and housing) will be informed via the contact tracing procedure so that informed decisions can be made by students and their own placement groups. If a placement (family or setting) that has a student within the bubble groups decides that the student should not continue due to concerns about the risk the students should contact the placement team. If the student has had recent contact with a member of Norland staff, a decision will also be made about mitigating the risk at Norland.

Norland will be guided by the placement (family or setting) and PHE advice regarding the return of students to placements.

Note: The placement team will enable all students who have lost time in placement to have continued opportunities to meet the required learning outcomes that, if successfully achieved, will result in progression.

Please see the information charts relating to placements for a summary of these protocols and the actions that need to be taken.

What should I do if I think I might have COVID-19 while on placement?

Students

The main symptoms of coronavirus are:

a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)

a new, continuous cough – this means coughing a lot for more than an hour, or three or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)

a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

Most people with coronavirus have at least one of these symptoms.

If you have one or more of these symptoms, then you must follow the guidance from the 'What should I do if I think I might have COVID-19?' information chart. Additionally, you must:

CONTACT THE PLACEMENT TEAM

Contact placements@norland.ac.uk to discuss next steps



ON A RESIDENTIAL PLACEMENT?

Notify your placement family and contact placements@norland.ac.uk to discuss arrangements regarding self-isolation



RETURN TO PLACEMENT

You will only be allowed to return to placement once your self-isolation period has ended or if you receive a negative test result. You will need to agree your return to placement with the placement team.



COVID-19 DATABASE

The placement team will update the COVID-19 database and inform relevant tutors, following the contact tracing procedure

What should I do if my placement setting has a suspected case of COVID-19? Students

CONTACT THE PLACEMENT TEAM

The family/setting will contact placements@norland.ac.uk to decide whether to continue or suspend the placement



CONTACT STUDENT(S)

[Placements@norland.ac.uk](mailto:placements@norland.ac.uk) will contact relevant student(s) to advise them to self-isolate as a precaution, contact NHS 119 or use the NHS online portal to book a test, or call NHS 111 if uncertain. Bubble groups will be informed where necessary via the contact tracing procedure.



RETURN TO PLACEMENT

Students should contact placements@norland.ac.uk to arrange their return to placement once the setting is ready for them to return



COVID-19 DATABASE

The placement team will update the COVID-19 database and inform relevant tutors, following the contact tracing procedure

What should I do if my COVID-19 test result is positive while on placement?

Students

If you test positive for COVID-19 while on placement, then you must follow the guidance from the 'What should I do if my COVID-19 test is positive?' information chart. Additionally, you must:

CONTACT THE PLACEMENT TEAM

Contact placements@norland.ac.uk and your placement setting to discuss next steps



ON A RESIDENTIAL PLACEMENT?

Notify your placement family and contact placements@norland.ac.uk to discuss arrangements regarding self-isolation



RETURN TO PLACEMENT

You will only be allowed to return to placement once your self-isolation period has ended and you are well enough. You will need to agree your return with the placement team.



COVID-19 DATABASE

The placement team will update the COVID-19 database and inform relevant tutors, following the contact tracing procedure

What should I do if my placement has a positive case of COVID-19?

Students

CONTACT THE PLACEMENT TEAM

The family/setting will contact placements@norland.ac.uk to decide whether to continue or suspend the placement



CONTACT STUDENT(S)

[Placements@norland.ac.uk](mailto:placements@norland.ac.uk) will contact relevant student(s) to advise them to self-isolate as a precaution, contact NHS 119 or use the NHS online portal to book a test, or call NHS 111 if uncertain. Bubble groups will be informed where necessary via the contact tracing procedure.



RETURN TO PLACEMENT

Students should contact placements@norland.ac.uk to negotiate their return to placement once the setting is ready for them to return



COVID-19 DATABASE

The placement team will update the COVID-19 database and inform relevant tutors, following the contact tracing procedure