



**Norland
COVID-19
Placement Protocol**



Introduction

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

Placements

You will be asked to complete and sign a daily Health Declaration accessed via Microsoft forms to allow the placement to proceed. The placement team are available to support and guide you with further information if you wish to discuss any aspect of this process.

Students will also be expected to carry out asymptomatic testing twice weekly on Sunday and Wednesday using home testing kits. These can be ordered via the Government website here: [Order coronavirus \(COVID-19\) rapid lateral flow tests - GOV.UK \(www.gov.uk\)](#).

The placement team are available to support and guide you with further information if you feel unsure or wish to discuss any aspect of this risk mitigation document. Keeping everybody safe is our priority.

Testing and vaccinations

- Whilst on placements, students will need to source local home testing kits or [online](#) if unable to source this on campus.
- You will need to report your test results to [Norland](#) **and** the [NHS](#) .
- Students are strongly encouraged to take up the offer of both doses of the COVID-19 vaccine. Being fully vaccinated means better protection for you and those around you, and will reduce the likelihood of you having to self-isolate.

Although you are not obliged to test or be vaccinated, we strongly encourage you to do so to help protect your family, friends and the Norland and Bath community. You should consider your civic duty and remember that you will be re-signing the Norland Code of Professional Responsibilities which commits you to prioritise the care and safety of children and their families. You should also be aware that some families will not employ a Norland Nanny unless they are vaccinated.

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.

Feeling unwell with COVID-19 symptoms

Under no circumstances should a student attend their placement if they are experiencing any of the listed confirmed symptoms of COVID-19.

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.

If you have any COVID-related symptoms, you must remain at home and contact NHS 119 or use the NHS online portal to book a test.

Suspected and confirmed cases

There are standard protocols for such cases, outlined in the Outbreak Response Plan, which detail the procedures that a student should follow if they feel unwell and are displaying one or more of the COVID symptoms, or if they receive notification of a positive test result. See also the information flowcharts at the end of this document.

You should immediately self-isolate for a period of 10 full days from the day after the positive test result or the onset of symptoms. You must contact NHS 119 or use the NHS online portal to book a test or call NHS 111 if you are uncertain whether or not you have COVID-19 symptoms. Following this, a series of protocols will be followed, which will help to ensure that suspected or confirmed cases are identified and then reported in the Norland COVID-19 database, and that an appropriate response action is applied.

If you are double vaccinated, you will no longer be legally required to self-isolate if you are identified as a close contact of a positive COVID-19 case. Instead, you will be advised to take a PCR test as soon as possible to check if you have the virus and for variants of concern. PCR home tests can be ordered online, by calling 119 or going to a test site. Please see [Self-isolation removed for double-jabbed close contacts from 16 August - GOV.UK \(www.gov.uk\)](#) –for further information.

For students, if you are not double vaccinated you will be required to **remain at home if a fellow housemate has been advised to self-isolate and is being tested**. You will need to contact absence@norland.ac.uk to report your absence and the reason for your absence. Norland will keep a central log of all students with suspected and/or confirmed cases of COVID-19, as required by Public Health England.

In the event of an outbreak and/or if advised by the local HPT

Norland may put in place some additional **control measures**, such as a return to wearing face coverings, cancellation of visiting lecturers and/or events such as open day, enhanced testing arrangements and/or on-site testing (ATS), enhanced ventilation and hygiene measures, possible adaptation of teaching delivery such as outdoor teaching, possible attendance restrictions (only if absolutely necessary) or (as a last resort) a temporary move to online teaching and learning. Placements may or may not continue and students will be advised in a timely manner about whether or not they are able to attend placements.

In the case of a student needing to self-isolate on family placement, a decision will be made with all the parties concerned via the placement team about whether or not the student should continue with the placement, although it is likely that the student will temporarily suspend the placement and self-isolate pending NHS advice – if they are live-in/residential, they may need to self-isolate within the placement home.

Once the self-isolation period has ended, or if a test is undertaken and comes back negative, the student (and any in their bubble who are symptom free) may return to Norland once agreed by their tutor and/or HR, or return to the placement once agreed by the placement family or setting and the placement team.

It should be noted that in making decisions about continuing on placement, we have taken into consideration the current government guidelines, which state that paid or unpaid childcare, for example nannies and childminders, can take place subject to being able to meet the public health principles and risk assessment protocols. These are covered by the Risk Mitigation Guidance document – [see here](#).

Norland has a Code of Professional Responsibilities to which all students must adhere and to which they confirm compliance by re-signing each year. Any breaches of COVID-secure behaviour, government guidance or Norland COVID-19 protocols will result in disciplinary action being taken.

Students can also contact Norland's emergency phone number when needed – **07394 568419** – which is operational 24/7.

- 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.

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

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 (if relevant), 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 (if relevant).



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 whether they need to self-isolate (unless exempt), 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 (if relevant).



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