



13 March 2020

Dear Parents and Carers

I am writing to update you on the steps Seashell Trust is taking with regards to the impact of coronavirus (COVID-19) on school, college or residence.

It is of vital importance for us to be in a position to ensure that any and all procedures are in place to support the health and well-being of our students, their parents/carers, staff and visitors.

Our Business Continuity Group meets daily to assess the situation, informed by, and in compliance with the notifications, alerts and advice that we receive from the Department for Education and Public Health England.

In line with government guidance we continue to operate as usual. Closure of our education and residential settings is not advised nor is there any suggestion that we should do so presently, however we understand very clearly that there may come a point when Seashell Trust services are advised or forced to close.

Our response would be measured and phased. In the first instance, with effect from Wednesday 18 March we will be cancelling/postponing community visits to our site including the closure of our sports and community facilities. Staff are asked not to participate in meetings in person, unless they are considered critical, and instead are encouraged to participate via telephone or Skype, where this is possible.

In the event that we are forced to close school and college it is most probable that any 52 week or 'predominantly' substantively full time residential children and young people placed would continue to be supported on campus for as long as we could possibly safely do so and feasibly accommodate within the staffing and other essential resources that continue to be available to us or unless told otherwise by our local Greater Manchester Health Protection Team

At this stage it is difficult to be more concrete or offer any additional reassurance as you will appreciate the situation and timelines remain fluid. We will be posting updates on guidance, advice and links on our website.

What action can you take?

Please consider carefully whether it is appropriate, given your own specific circumstances, for your child to return to school or college each day/week.

Please consider carefully whether other family members, including any siblings, should be accompanying you on site.

Please self-check and be mindful of your hand hygiene prior to and during any visit.

Please adhere to our procedures when on site, specifically around handwashing and the catch it, bin it, kill it strategy for coughs and sneezes.

If you or an immediate family member have coronavirus symptoms please notify school or college immediately by emailing school.admin@seashelltrust.org.uk or college.admin@seashelltrust.org.uk.

The latest NHS advice is that if you have a new continuous cough OR a high temperature you should stay at home for seven days. Read the full NHS guidance: <https://www.nhs.uk/conditions/coronavirus-covid-19/>

Read the stay at home guidance from Public Health England : <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-people-with-confirmed-or-possible-coronavirus-covid-19-infection>

The Importance of Hygiene

We continue to be reminded that hand hygiene is the most important way we can tackle COVID-19, especially washing hands more often: and the catch it, bin it, kill it strategy for those with coughs and sneezes.

- Wash your hands more often for 20 seconds with soap and hot water.
- Watch this short NHS film for guidance:
<https://www.youtube.com/watch?v=bQCP7waTRWU&feature=youtu.be>
- Teach young children how to wash their hands with the NHS handwashing song:
<https://www.youtube.com/watch?v=S9VjeIWLnEq>

Public Health England recommends that in addition to handwashing before eating, and after coughing and sneezing, everyone should also wash hands after using toilets and travelling on public transport.

Please keep up to date with the latest information at [gov.uk](https://www.gov.uk).

The Department for Education coronavirus helpline is available to answer questions about COVID-19 relating to education and children's social care. Staff, parents and young people can contact this helpline as follows: Phone: 0800 046 8687; Email: DfE.coronavirushelpline@education.gov.uk; Opening hours: 8am to 6pm (Monday to Friday)

Please contact us directly if you have any concerns or queries.

We thank you for your cooperation and continued support.