

St Gregory's Catholic High School

Pandemic Policy

Statement

In the event of a pandemic SGCHS seeks to promote the health, safety and well-being of all pupils, staff and visitors whilst seeking to sustain the School's key functions and services. In doing so SGCHS will follow all the appropriate recommendations from the World Health Organisation (WHO), The British Government, Public Health England (PHE) the Department of Education (DFE) and Warrington Borough Council.

In addition we shall ensure that all members of our school community are kept informed as appropriate, with a particular emphasis on the communication to employees, pupils and parents through the website, newsletter, School Communications, e-mail and other relevant School social media.

Scope

The document policy covers the schools procedures in the event of any potential pandemic i.e. an epidemic of infectious disease. The specific example used in this policy relates to the 2009-2010 flu pandemic but the general policy will be followed for any possible pandemic, recognising that specific diseases may require particular additional/alternative actions to be taken.

Policy Activation

The activation of this policy and procedures is linked to the WHO Phases for the development of pandemic flu and the UK Alert levels that apply when a pandemic is declared. Specifically the focus will be on those alert levels 5 and 6 which specify cases in the UK.

Procedures

Following the alert that a pandemic is active (WHO guidance) a crisis management team (refer to business continuity plan) will follow the actions detailed below relevant to the alert level and taking into account advice from the relevant authorities. In addition we will liaise closely with all external partners to provide us with a statement about their procedures; these will be reviewed as the situation develops and guidance changes.

Throughout any period of a pandemic, the Governing Body will expect staff, if they are well and the working environment does not present an imminent threat to their health and wellbeing, to continue to work whilst taking additional precautions to protect themselves from infection and lessen the risk of spread to others. The School will make every effort to support staff and take into account individual circumstances, but any unexplained absences will be dealt with according to the attendance policy.

Pandemics that require a period of 'isolation' as recommended by the WHO and PHE will be dealt with individually.

Staff who may be additionally vulnerable (pre-existing respiratory disease, pregnant women, staff with underlying recognised health conditions) should inform the Head Teacher and will again be dealt with on an individual basis.

In the extreme situation of the school having to close, the schools remote access systems will be used to provide access to lesson and learning materials for pupils. Teachers will ensure that pupils have work to do, keeping a roughly normal timetable if possible. Teachers will email pupils to send them work and/or let them know that new material is available for them on the relevant systems. Pupils will start work in-line with a normal school day. Work will be submitted by students via email, remote access or relevant systems for assessment by teaching staff. Both pupils and teaching staff can carry out this function remotely and not need to be 'in school'.

Alert Level 5: Pandemic cases outside the UK, or inefficient human to human cases in the UK.

- All trips and visits are reviewed in the light of the national/regional DFE advice.
- External visits are reviewed in light of the national/regional DFE advice.
- Regular information meetings for staff, parents and pupils.
- School remains open (subject to SGCHS decision) unless specific quarantine/isolation for endemic cases in school proximity.
- External partner procedures reviewed and confirmed as appropriate.
- Risk assessment done before any visitors are allowed in School from areas where there is pandemic (including prospective parents and students, and job applicants)
- Quarantine/isolation arrangements for students or staff who may have been abroad where pandemic cases have occurred.
- Staff advised not to travel to these areas.
- The School should ensure that all washing facilities are maintained and stocked with facilities to wash/dry hands and dispose of tissues.
- Cleaning regimes adjusted to address periodic cleaning of high use hard surfaces (rails, door handles etc)
- Staff to finalise arrangements for possible delivery of courses by email, remote access or relevant systems.

Alert Level 6: Pandemic cases in the UK.

- We will follow the UK Government Plan
- Classroom prepared as an isolation room.
- Staff and students will be notified of changing arrangements by all available communication channels.
- School may be close (on Government or SGCHS decision)
- Daily communication with teachers, staff, pupils and parents via all available communication channels.
- Pupils follow course via email, remote access or relevant systems.

Complete	In progress	Not started		Comments
			Read the latest pandemic guidance documentation for schools, and share it with others including staff and Governors	SLT
			Identify who would make any decision on whether to close (or reopen) the school in the case of government advice, staff absence or to prevent the spread of the disease.	Head Teacher
			Determine who is the Local Authority liaison person at Warrington Borough Council.	Director of Finance and Resources
			Check whether your school is suitable equipped to implement infection control measures (tissues, hand soap, hot water etc).	Premise Manager
			Check cleaning arrangements during a pandemic. Ensure a continued stock of sanitising cleaning agents.	Premise Manager
			Develop communication and dissemination plans for staff, students and families, including information about possible closures, any timetable changes and any transport changes.	Director of Finance and Resources
			Consider allocating some curriculum time to hygiene importance. Consider flu pandemic discussions with pupils.	SLT
			Compile a list of key contacts	Head Teachers PA & Director of Finance and Resources
			Check all pupil/parent contact details to ensure we can communicate if/when required.	Attendance Officer
			Consider how we would operate in the event of key staff absence (both teaching and support staff). Review arrangements for covering teaching/non-teaching duties	SLT
			Consider the allocation of responsibilities, duties and cover arrangements during a pandemic, including a hierarchy of decision makers in the event of senior leaders being absent.	SLT
			Review procedures for communicating with staff, students and families.	Director of Finance and Resources

			Consider pastoral needs of pupils and staff during a pandemic; are there staff training needs that could be met now?	SLT
			Consider the needs of pupils with special educational needs.	SENCO/SLT
			Preplan; develop letter templates both for closing and reopening.	Head Teachers PA & Director of Finance and Resources
			Consider staff and pupils identified as additionally vulnerable (pregnant women, significant underlying respiratory conditions etc.)	