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Abstract

This purpose of this document is to outline the roles and responsibilities as well as the risks to whole school community should we be faced with managing an outbreak of COVID-19 in our educational setting.

LONG WHATTON C of e primary school

Business Continuity Plan in the case of a COVID-19/pandemic outbreak

LONG WHATTON C of e primary school

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Introduction

As the Government has increased the level of concern around managing the COVID-19 outbreak in the UK, it has become necessary to consider the risks to our whole school community. This Business Continuity Plan aims to set out the risks as well as the potential situations which may arise and how we manage them.

Our main priority is to maintain the good health of our whole school community: pupils, staff, parents and extended family members. Wherever possible, we must also manage the emotions and concerns of our pupils, staff and families during such a sensitive time. In doing so, it is imperative that we maintain an up-to-date knowledge of he spread of COVID-19 and its impact on our educational setting.

As guidance from the World Health Organisation and Public Health England is constantly being updated, in all cases of illness, staff must follow the online advice:

* <https://publichealthmatters.blog.gov.uk/2020/01/23/wuhan-novel-coronavirus-what-you-need-to-know/>
* <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Things we must consider:

* What to do if we have a suspected case in school
* What to do if we have a suspected case in a family
* What to do if we have a confirmed case in school
* What to do if we have a confirmed case in a family
* How do we manage staff absence?
* How do we ensure that pupils are well-equipped to continue their education in the event of a school closure?
* How can we ensure staff have time to recover should they become unwell?
* What provision is there for support staff to continue to work from home?

All of these considerations will be covered within this Business Continuity Plan and for clarity, I have grouped the concerns into 2 areas, or protocols: **School Closure** and **Staff Absence**.

School Emergency Management Team (SEMT)

This team consists of:

|  |  |  |
| --- | --- | --- |
| **Contact** | **Name** | **Telephone Number** |
| Headteacher | Sara Gray DSL / SENDco | 07530220867 |
| Senior Teacher | Penny Plummer DDSL | 07816313454 |
| Premises Officer | Ken | 07966466536 |
| Temporary Office Manager / Teaching Assistant | Jill Ella | 07732418944 |
| Chair of Governors | Lynsey Simpkin | 07793029177 |
| Vice Chair | Sarah Williamson | 07740798092 |
| Teacher | Emma Conway | 07716817765 |

The team consists of Headteacher, the Chair of Governors, vice chair, our Designated Safeguarding Lead (DSL) and our Deputy Designated Safeguarding Lead (DDSL), as well as the office staff, premises officer, and teachers. This team has been chosen so that all aspects of school are represented.

Protocol 1 – School Closure

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As with all school closures, this needs to be handled very carefully:

1. The Headteacher will make the decision following advice from PHE or because we have an inadequate number of staff to keep the school open.
2. The Office Manager/staff will inform the local authority emergency closure team and volunteers who come into school regularly to help out.
3. The SEMT will be informed and the usual Emergency Contact List will be initiated.
4. An email will be sent out to all parents/carers as a back up to the Emergency Contact List
5. The Headteacher will arrange for the closure to be announced on our school website.
6. Parents/carers and pupils will receive their home learning packs and instructions will be sent out via email
7. TAs will remain at home and will be required to complete online training to support their roles in school. If necessary, they may take home a school Chromebook from the trolley but must sign it out of the building and back in on their return to school. A learning log is required to be completed showing what they have covered and comments on their own development points going forward.
8. Teachers will take whatever resources they require and commence working from home.
9. The Office Manager or Headteacher will arrange for the school to be deep cleaned in our absence. IF there is a confirmed case – following current DFE advice No *members of staff will be allowed on site until further notice.*

1.1 The School Office

Both the Office Manager and PO will ensure that:

* Automatic responses to their emails are set up so that other agencies understand the situation and have alternative methods of communication in cases of emergencies
* Heating is switched off, alarms are on.

During this time, we must remain hyper vigilant of Data Protection regulations and ensure all records and data relating to school is kept securely and not left in vehicles. Should a data breach occur, this poses a great risk to the school under such challenging circumstances.

Protocol 2 – Staff Absence

At Long Whatton, this is a very challenging case for us to manage as our team is so small. The following table takes into consideration as many scenarios as possible. However, the risk to our school needing to close as a result of staff absence is higher than that of a larger school. Where TAs become unwell and cannot come into school or need to self-isolate, we will have to manage without them and support each other as best we can for a short period of time. *Please note that the following table also applies if a member of staff needs to self-isolate.*

2.1 Cover for Classes in the Event of Teacher Illness

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Stage 1 Risk | Contingency | Stage 2 Risk | Contingency | Stage 3 Risk | Contingency | What we need to do now to prepare |
| SG becomes unwell | Penny in charge, supported by Jill in the  office to cancel all appointments for the next 7 days in the diary | PP being unwell | EC is in charge of the school | EC being unwell |  | Implement contingency plan / Ring LEA for staffing support / school closure |
| \*Risk: all senior leaders or leaders are unwell or are isolated. School will close | | | | | | |
| EC becomes unwell | CM teaches the class | CM becomes unwell | GY teaches the class | EC /CM and GY become unwell | Class is split around the school | No one can cover, close Busy Bees class |
| MH becomes unwell | KS teaches the class | KS becomes ill | GY teaches the class | MH / KS and GY become unwell | Class is split around the school | No one can cover, close Shooting Stars class |
| PP becomes unwell | GY teaches the class | PP/ GY become ill | Class is split around the school |  |  | No one can cover, close Flying Falcons class |
| AC becomes unwell | GY teaches the class | AC/ GY become ill | Class is split around the school |  |  | No one can cover, close Phoenix class |
| Dinner staff become ill | Remaining staff to cover lunchtime on a dynamic rota |  |  |  |  | If ratios can’t be maintained school closed |
| Cook at Robert Bakewell becomes unwell | Catering to bring in a replacement cook | No replacement cook is available | All pupils to bring a packed lunch to school | | | |
| SG able to cover for short bursts if necessary |  |  |  | | | |

The above is subject to change depending on staffing and order of illness. A daily assessment will need to be made.

In Brief:

* If all teachers become ill, school must close and remote / classroom packs to be implemented.
* If SG, PP, EC become ill school to close
* The SEMT needs to be able to access teachers to parents so that we can keep parents informed of class or school closures – 1 member of SEMT must be in charge of this to ensure clear communication to parents (in order, SG, PP, EC). The member of the SEMT in charge at the time must be the only person accessing Teachers to parents in the event that SG is unwell. A control of information to parents is vital at this stage.

2.1 Safeguarding:

If both of the DSLs become unwell but are contactable, school can remain open. If both DSLs become unwell and are not contactable, school must close. Safeguarding must remain of paramount importance in school.

Protocol 3 - Remote Learning for Pupils

School closure must be avoided at all costs. Unless directed by the Government to do so, the only causes of school closure at Long Whatton will be due to staff illness and the inability to provide adequate supervision of pupils.

However, should this be necessary, teaching staff and senior leaders have agreed that the following remote learning should take place.

We will use existing online channels of communication to provide work for children. These are:

* Time table Rockstars
* Phonics Play
* Pupils will take extra reading books home
* Topic led projects set
* Assertive mentoring maths
* Grammar Hammer

In preparation for a possible school closure, teachers will prepare accordingly:

* Teachers will set up a grid of project/research/writing/science activities related to projects in school so that pupils have a choice of activity linked to key curriculum areas. This resource will be emailed and paper copies provided if advance warning of closure happens during a school day. This will also be put on the class page of our school website.
* An exercise book will provide the opportunity for all learners to record what they are doing in a meaningful way, and for those families without laptops and online access, posting out tasks and materials might be necessary, or short tasks send by photo/message by email
* Where pupils have parents who work and will be using home laptops etc. and therefore do not have access to their own equipment, we will take this into consideration when assessing the degree to which pupils have completed their remote learning tasks.

It was agreed among all parties, that there is a daily expectation for reading, a maths, a spelling/phonics task and some sort of physical activity. Where pupils require physical resources, these will be provided by school.

Conclusion

If you are in any way concerned about a risk to health, please consult a member of the SEMT. Our priority is to continue as necessary, making sure our children are well-cared for and engaged in their learning. This is a very challenging time for us and we need to remain vigilant at all times. Please feel free to contact me at any time:

S Gray

Thank you for our consideration and relentless optimism in such challenging times.

Appendices

Emergency Contact List

|  |  |  |
| --- | --- | --- |
| **Contact** | **Name** | **Telephone Number** |
| Headteacher | Sara Gray | 07530220867 |
| Premises Officer | Ken Holt | 07966466536 |
| Office Manager | Jill Ella | 07732418944 |
| Chair of Governors | Lynsey Simpkin | 07793029177 |
| Vice Chair | Sarah Williamson | 07740798092 |
| teachers | Emma Conway  Maia Hellawell  Andy Cotton | 07716817765  07837909506  07964690042LONG |
| LCC Property Department | Mr Chris Wickstead | 01163055000  07881502498 (URN220) |
| LCC Insurance Team |  | 0116 3056516 |
| LTS Catering | Lisa Keates  School cook – Lyn Bowley | 07730582776  01509502318 |
| LEAMIS Team |  | 0116 2311280 |
| ESPO |  | 0116 2657901 (Option 4) |
| Konica Minolta  (Photocopiers) |  | 03715747200 |
| IT | Jake Tilson | 07852129078 |
| Coolmilk |  | 0844 8542913 |
| Minor, Weir & Willis Ltd  (School Fruit) |  | 01212894000 |

Risk Assessment

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| CORONAVIRUS (COVID-19) MARCH 2020 | | | | |
| **RESPONSE STAGE** | TRIGGER | Key Actions | Who | Notes |
| **STAGE 1 – General**  (everyday hygiene and  procedures) | None | * General reminders for hygiene * Effective handwashing facilities and soap available * Follow usual absence periods for sickness * Ensure quality of cleaning with MDS | HT; staff members; CleaningMDS |  |
| **STAGE 2 – Prevention** | **Where an increased risk is present**  - Increased absence rates of pupils or staff  - Local increases in sickness e.g. flu, gastric, coronavirus  - Public health alerts  - Suspected cases of specific illness in school or within the community (eg.coronavirus / gastric) | * Increase hygiene procedure * Communication with key people including key information (staff, pupils and families, users of the site) * Specific hygiene lessons in class and during assemblies * Increased enforced use of handwashing before eating of food * Enforce 48hr after symptoms have stopped for all fever, sickness, diarrhoea etc. * Consider the types of trips and events and make changes as necessary (e.g. those where lots of close contact / touch points) * Daily review of the situation * Increased attention, when cleaning, to high contact areas | All staff; families (informed by HT) |  |
| **STAGE 3 – Mitigate/ Delay** | **Where a significant risk is present**   * direct case or increased likelihood of cases * Public health advice for restrictions | Consider reducing contact situations:   * Assemblies * Carpet time * School events * Trips   Consider:   * Increase time of exclusion from school for those with symptoms (14 days) – following advice from School nurse/Public Heath England * Sending home any children with *any* symptoms as advised by School nurse/Public Heath England * Additional Cleaning focus on high traffic areas | HT inform staff and HT to inform families |  |
| **STAGE 4 –**  **Containment** | **Where specific and/or significant changes or restrictions need to be in place**.   * High levels of sickness * High rates of absence * Significance of danger of disease or illness | * Part / full closures of site / classes * Deep cleans by cleaning staff * Closure of lettings and building use * Reduction or exclusion of visitors | Teachers  MDS |  |

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| **Specific Issue** | **Actions including messages** | **Who** | **Notes** |
| Suspected case in school (staff or pupil) | * Contact relevant agencies e.g. NHS 111 / DfE / Public Health England * Deep clean core areas * Inform staff * Core reminders of hygiene * Contact parents – general information about sickness etc. | HT person in charge |  |
| Confirmed case in school | * Deep clean core areas * Inform staff * Core reminders of hygiene * Contact parents – general information about sickness etc. and the key next steps e.g. closure of a class / school/ or carry on etc. | SLT; all staff if informing |  |
| Suspected case in a family | * Parent/carer informs school * Child stays at home | families |  |
| Confirmed case in a family | * Parent/Carer informs school as soon as possible * Children in the family to remain at home for a fixed period of time * Deep clean of the classroom and school |  |  |
| Teacher shortage | * Supply / Splitting classes / Cover * Where too many – partial closure for certain classes or part time / AM / PM classes |  |  |
| Support staff shortage | * Supply / Prioritise most needy children / classes with remaining staff |  |  |
| Protection for most vulnerable children | * Identify who these children are vulnerable e.g. underlying health conditions that may be affected by the current threat * Discuss with parents the initial steps and agree key actions re. isolation/seclusion |  |  |
| Staff with health issues  (e.g. Heart) | * Ask them to contact their consultants to seek advice on their condition * Consider working from home if relevant |  |  |
| Staff with symptoms | * Stay at home; follow NHS 111 advice; discuss with HT |  |  |
| Kitchen shut down | * Parents to provide packed lunches |  |  |
| Leadership shortage | * Access via home internet | Staff |  |
| Admin shortage | * Cover with TAs * Inform parents not to phone unless emergency | office |  |
| Other school users | * Inform of control measures, including the possibility that a suspension may occur. | office |  |
| Long period shut down | * Continue learning activities through Purple Mash etc. * Y6 Children to take CPG books home with them and will be directed to which units to do * Children to be directed to activities | Teaching Staff and HT |  |

Useful contacts:

* NHS 111
* Foreign and Commonwealth travel advice: <https://www.gov.uk/guidance/travel-advice-novel-coronavirus>
* Advice for travellers from Italy: <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>
* Self-isolation: <https://publichealthmatters.blog.gov.uk/2020/02/20/what-is-self-isolation-and-why-is-it-important/>
* Handwashing: <https://youtu.be/bQCP7waTRWU>
* Educational resources: <https://campaignresources.phe.gov.uk/schools>
* DfE Coronavirus Helpline Phone: 0800 046 8687  
  Email: DfE.coronavirushelpline@education.gov.uk  
  Opening hours: 8am to 6pm (Monday to Friday)

**Core Control Measures**

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| **Control Measure** | **Control Stage** | **Notes / Action** | **Who** | **Review** |
| Tissues for Each Class | 1 | * Ensure adequate stock levels of tissues for each class / office * Replenish as needed * Staff to also self-replenish from stock | Site; Staff |  |
| Alcohol based gel/soap and water | 1 | * Where this is in school, use it * MDS to ensure dispensers and full from the start of each day (monitored by TA staff) * All children to use this (or have washed hands) before lunch daily * Ensure adequate stock levels | All Staff; Lunch Staff; School Office |  |
| Other users of the building | 1 | Contact every user and inform them of usage expectations:   * Clean hands or use gel before using facilities * Restrictions or suspensions of usage | Office staff |  |
| Monitoring daily any child  or staff absence  finding out about travel  arrangements now and in  the future of staff and  pupils | 3 (where  specific threats  are evident  aboard) | * Daily report to the HT or number of absences and symptoms * Weekly summary data for each class to HT * Ask parents to inform us of any closes family member who has returned from abroad within the last month * Staff members to inform HT any travel arrangements to high-risk areas including those of any close friends or family they have been in contact with. |  |  |

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| **Control Measure** | **Control Stage** |  | **Notes / Action** | | **Who** | | **Review** |
| Reducing contact point |  | Ensuring extremely high hygiene for any food making/testing  Avoid any activity where you are passing items around a class – circle time objects, artefact sharing, touching activities (PE or Gymnastics)  Other:   * Cease hand shaking of children and visitors * Cease and use of shared cups in class (e.g. using cups for water); remind parents to ensure children have water bottles in school   . | | | Staff | |  |
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| Good Personal Hygiene |  | Newsletter:   * Inform parents of hygiene expectations and to discuss with children * All children to wash their hands before coming to school, before going home and when they get home * Classes to teach children hand washing techniques * Children to wash hands before snack (classroom) and before eating lunch (classrooms and hall toilets)   Information:   * Distribute key information posters | | | HT; Staff | |  |
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| Review of cleaning |  | * review cleaning arrangement and make any necessary changes * Increase focus cleaning on touch points and tables (redirect from vacuuming etc. if needed or increase hours (cost?) * Daily cleaning of classrooms (already in place) * Preparations for deep cleans if necessary | | | Office; | |  |
|  | 2, 3 |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
| Additional touch point  cleaning daily |  | * Handles and rails to be cleaned at mid points during the day | | TAS | |  | |
| 2, 3 |  | |  | |  | |
|  |  | |  | |  | |
| School visitors and site users | 2, 3 | * Informing us of any suspected or confirmed cases by any users | | | Office | |  |
|  |  | | |  | |  |

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| --- | --- | --- | --- | --- |
| **Control Measure** | **Control Stage** | **Notes / Action** | **Who** | **Review** |
| Absence policy | 2 , 3 | * Review time period of absence for ill children or staff and increase if necessary but at least to the minimum standard (e.g. 48 hrs clear of sickness / diarrhoea * Follow public Health England advice | HT |  |
|  |  |  |
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|  |  |  |  |
| Support for families  affected |  | * Communicate to parents and staff to contact school if they require support; * Regular contact with affected families and staff – wellbeing checks * Investigate maintaining school kitchen to provide Lunch food for affect families | HT |  |
| 2, 3 | Kitchen  Office Staff |  |
|  |  |
|  |  |  |
|  |  |  |
| Taking temperature of  anyone in school who  may begin to feel  unwell |  | * Purchase hand held non-contact thermometer. | Office Staff |  |
| 2, 3 |  |  |  |
|  |  |  |
|  |  |  |  |
|  |  |  |  |

**Information for staff, visitors and building users**

**STAGE 2 - PREVENTION**

We have currently increased our precautions to ensure effective prevention of the spread of illness.

**All users of the building are asked to follow the following guidance:**

**Do**

* **wash your hands with soap and water often – do this for at least 20 seconds**

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* **always wash your hands when you get home or into work**
* **use hand sanitiser gel if soap and water are not available**
* **cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze**
* **put used tissues in the bin straight away and wash your hands afterwards**
* **try to avoid close contact with people who are unwell**

**Do notn't**

X Do not touch your eyes, nose or mouth if your hands are not clean

If you think you might have coronavirus, have been to a country or area with a high risk of coronavirus in the last 14 days or you've been in close contact with someone with coronavirus please speak to a senior member of staff before entering the school.

Also ring NHS 111. Visit <https://www.nhs.uk/conditions/coronavirus-covid-19/>for further Help.

**Information for staff, visitors and building users**

**STAGE 3 - MITIGATE/ DELAY**

We currently increased precautions in place to ensure effective the prevention of the spread of illness.

**All users of the building are asked to follow the following guidance:**

**Do**

* **wash your hands with soap and water often – do this for at least 20 seconds**
* **always wash your hands when you get home or into work**
* **use hand sanitiser gel if soap and water are not available**
* **cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze**
* **put used tissues in the bin straight away and wash your hands afterwards**
* **try to avoid close contact with people who are unwell**

**Do NOT**

**X Do not touch your eyes, nose or mouth if your hands are not clean**

**X Enter the school if you are feeling unwell or have been in close contact with any person who is unwell (staff should contact the head teacher to discuss).**

If you think you might have coronavirus, have been to a country or area with a high risk of coronavirus in the last 14 days or you've been in close contact with someone with coronavirus please speak to a senior member of staff before entering the school.

Also ring NHS 111. Visit <https://www.nhs.uk/conditions/coronavirus-covid-19/>for further details.

| **Risk Assessment Completed by (Name):** | S Gray (digital signature) | **Job Title:** | Head Teacher | **Date:** | 16.3.20 |
| --- | --- | --- | --- | --- | --- |
| **Authorised by (Name):** | Sarah Williamson | **Job Title** | Chair of Health and Safety Committee | **Date:** | 16.3.20 |
| **Reviewed by:** | | | | | |
|  |  | **Job Title:** |  | **Date:** |  |
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