



St Matthews Bloxam C of E Primary School Pandemic Contingency, Action and Communication Plan 2020

Containment Stage: Precautionary Measures taken in school in order to avoid an outbreak			
Issue	Action	Who By	Communication
Children or adults who have been in close contact with the virus bringing it into school	• Provide up to date information for parents and staff regarding places where the virus is prevalent • Encourage any parents or children who have potentially been in contact with the virus to call NHS 111 to seek advice from Public Health and to self-isolate if necessary • Parents and children to be advised to avoid close contact with people who are sick	All school staff, Parents and Children	• Parents to communicate with school immediately if they believe that they have been in close contact with the virus • Government leaflets/posters displayed around school and e-mailed to parents
Risk of virus being spread due to poor hygiene	• All children reminded about the importance of good hygiene practices • Regularly washing hands with soap and water for at least 20 seconds. Pupils, students, staff and visitors should be encouraged to wash their hands, on arrival at school, after using the toilet, after breaks and sporting activities, before eating any food (including snacks) and before leaving school • Avoiding touching your eyes, nose and mouth with unwashed hands • Covering coughs or sneezes with a tissue, then throw the tissue in a bin. (Catch it, Bin it, Kill it)	All school staff, parents and children	• All staff sent the 'e-bug' resources and asked to lead class sessions on the importance of hand washing (linked to Catch it, Bin it, Kill it) • Ensure that school is fully stocked with hand wash, paper towels and tissues • Information on good hygiene practices shared with parents on school newsletter and through other sources of information
Risk of virus being spread on surfaces around school	• All hard surfaces regularly cleaned and disinfected with an emphasis on tables, chairs, door handles, light switches etc. using disposable cloths or wipes • Head Teacher to discuss with site manager regarding additional hours and cleaning staff • Computer/ICT Equipment, Telephones etc. regularly wiped during the school day using disposable cloths and wipes • Ensure that school is fully stocked with cleaning equipment	Head Teacher Site Manager Cleaning Staff Office Staff	• Regular discussions and updates with site manager and cleaning staff



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Delay Stage: Precautionary measures taken in school in order to contain and delay an outbreak in schools			
Issue	Action	Who By	Communication
Virus spread by close contact of children / adults within school	- Minimise opportunities for children to be collected together in large groups (social-distancing strategies) - Consider cancelling school assemblies and postponing school events / class assemblies as necessary - Consider cancelling school trips / educational visits / offsite visits e.g. swimming - Consider cancelling / postponing teaching school training or courses as appropriate	Head Teacher	Parents and children to be notified as soon as possible in the case of school events being cancelled
Individual in school (staff or child) does not have a confirmed case of the virus but has been advised by Public Health to self isolate	- Individual to self-isolate immediately in accordance with government recommendations and contact the school and NHS 111 immediately should they begin to develop any symptoms (If child) School to liaise with parents / carers to set work if appropriate. Child marked on registers as 'C' (Other authorised circumstances) (If member of staff) School to arrange appropriate cover for the class. Head Teacher to liaise with member of staff regarding planning / cover arrangements - Risk assessment carried out by the Head Teacher to determine whether or not all or some parts of the school should be closed in order for a deep clean to take place and whether or not any individuals need to be notified or contacted	Head Teacher Parents Members of Staff	- Individual to contact school as soon as possible and NHS 111 immediately should they begin to develop any symptoms (If member of staff) School to contact agencies / staff to arrange cover for class
Individual in school has come into direct contact with the virus and is symptomatic Or	- Individual advised to self-isolate immediately and seek medical advice from NHS 111. If an individual is seriously ill call 999 - If individual is on the school site, find a room or area where they can be isolated (school meeting room) until they can be collected and removed from the school site and ensure that room is thoroughly cleaned afterwards	Head Teacher Public Health England Chair of Governors Local Authority	- Parents reminded to ensure that the school office have up to date contact details for each child - School to notify Chair of Governors and inform parents / carers as appropriate via letter or text message



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Confirmed case of the virus in school (staff or child)	- School to call (or be contacted by) Public Health England Health Protection Team to discuss the case, identify people who have been in contact with them and advise on any actions or precautions that should be taken - Risk assessment carried out by Head Teacher in line with guidance from Public Health to determine whether or not all or some parts of the school should be closed in order for a deep clean or for self-isolation to take place (Guidance on deep clean provided by local health protection team) - In case of whole or partial school closure, work to be set for children via the School Website or E-mail.		- Head Teacher to contact local authority dedicated Coronavirus hotline on 01926 351079 Education- corona@warwickshire.gov.uk - School to inform parents of children in the same class as the individual of the possibility that their child may have come into close contact with the virus and advise to self-isolate - If school closure is necessary, Head Teacher to call Warwickshire School Closure Line (01926 412611) and inform parents as soon as possible using 'Snowline' procedures - Staff to use Website or e-mail learning tasks
Procedures in the event of a full or partial closure of the school by Head Teacher or Public Health England			
Safeguarding			
Issue	Action	Who By	Communication
Vulnerable pupils not attending school and not having regular contact with supporting staff members	- Pastoral Lead to identify children and families who are potentially vulnerable in the event of a partial or full school closure and who are receiving support from Social Care or other outside agencies - In the event of school closure, Pastoral Lead to contact social care or other identified outside agencies to inform them that the school is closed and the child / family may require additional support	School Office Head Teacher Pastoral Lead	Pastoral Lead to communicate with social care / outside agencies as necessary
Safeguarding Incident occurs offsite during	Warwickshire Safeguarding Team / Operation Encompass to use emergency contact information for DSL's (including mobile phone numbers) to report any concerns regarding	Designated Safeguarding Leads	School to ensure that Warwickshire Safeguarding Team



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the time of the school closure	children in school. School DSL's to liaise as appropriate following the report of any concerns		have up-to-date contact information for schools • DSL's to ensure that they share their contact information with each other
Education			
Issue	Action	Who By	Communication
Children missing out on education due to full or partial school closure	• In the event of a full or partial school closure, staff to use the Website or e-mail learning tasks • Parents and children encouraged to read regularly at home and to complete any work set • If any members of staff are unwell, children should be signposted to access the work set on partner year-group / phase class page	Teachers Parents Children	• Staff to use Website or e-mail leaning tasks