



AMBLE FIRST SCHOOL

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

[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.

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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 the 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:

Name	Position in School	Role
Helen Bruce	Headteacher, DSL	Inform and liaise with the CoG
Rachel McGarvey	Chair of Governors (CoG)	Liaise with the Headteacher
Dawn Hunter	Deputy Head (DDSL)	Liaise with senior leaders
Sharon Donaldson	EY Lead	Liaise with senior leaders
Agnieszka Nowak	Finance/Office manager, DDSL	Liaise with senior leaders

The team consists of Senior Leaders, the Chair of Governors, our Designated Safeguarding Lead (DSL) and our Deputy Designated Safeguarding Leads (DDSL), as well as the Finance/Office Manager. This team has been chosen so that all aspects of school are represented.

Protocol 1 – School Closure

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 Finance/Office Manager 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. All parents/carers will be informed by letter, Facebook and our school website
5. Parents/carers and pupils will be given home learning packs and instructions.
6. 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 laptop 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.
7. Teachers will take whatever resources they require and commence working from home.

1.1 The School Office

Both the Headteacher and the Finance/Office Manager will ensure that:

- ✚ All post is held at the sorting office
- ✚ Gates to the car park are left unlocked so that waste can be collected from school
- ✚ Googledocs is set up on their PCs and home laptops so that they can access shared drives remotely
- ✚ 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 schools 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 Amble First, this is a challenging case for us to manage as our team is 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. However, where teachers, senior leaders or our Finance/Office Manager becomes ill, special measures need to be put in place. *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
Headteacher becomes unwell	Deputy Head in charge, supported by EY Lead SBM to cancel all appointments for the next 7 days in the diary	Deputy Head unwell	EY lead is the senior leader for school	EY Lead becomes unwell	All senior leaders are unwell or are isolated. If a senior leader is self-isolating and working from home, provided classes have cover by teachers and/or our HLTA, school can continue to remain open	Implement contingency plan
Y4 teacher becomes unwell	HLTA to teach	HLTA becomes unwell	Two TA's – small class	TA's unwell	Class is split around the school\doubled up with Rec (smallest class)	Following the breakdown of the final contingency- Y4 closes
Y3 teacher becomes unwell	Need HLTA + 2 TA's	HLTA becomes unwell\ is being used elsewhere	Class is split around school. TA's support the SEND needs	TA's unwell	If no further cover year 3 would close	
Y2 teacher becomes unwell	HLTA to teach	HLTA becomes unwell\ is being used elsewhere	Two TA's	TA unwell\ used elsewhere	Class is split around the school	If no further cover Y2 would close
Y1 teacher becomes unwell	HLTA to teach	HLTA becomes unwell\ is being used elsewhere	Two TA's	TA unwell\ used elsewhere	Class is split around the school	If no further cover Y1 would close

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Rec teacher unwell	HLTA to teach	HLTA becomes unwell\ is being used elsewhere	Two TA's	TA unwell\ used elsewhere	Class is split around the school	If no further cover Rec would close
Nursery TA unwell	Regular supply TA used	Regular supply unwell	2 nd regular supply TA used	2 nd supply unwell	Potential for regular TAs to take more hours	If no further cover and statutory ratio's cannot be met Nursery to close
Cook unwell	Try JCSC for replacement cook\ meals	No replacement cook is available	All pupils to bring a packed lunch to school			

In Brief:

- ✚ If staff levels drop below a number appropriate to secure pupil safety, school must close and remote learning will be implemented.
- ✚ The SEMT needs to keep communication clear via letter, Facebook and the school website 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. A control of information to parents is vital at this stage.

2.1 Safeguarding:

If both 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 Amble First 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:

- ✚ School360, Twinkl – This will provide a range of online and printable activities for children across all subject areas, including English and maths
- ✚ Pupils will take extra reading books home and are encourage to read their own books
- ✚ Times table Rock Stars
- ✚ My Maths

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

- ✚ Teachers will set up a nine square 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. Paper copies will be provided if advance warning of closure happens during a school day. This will also be put on the class page of our school website.
- ✚ We agreed that teachers would check daily for completed tasks and set new tasks as appropriate to their learning paths. We do need to consider cases where teachers become unwell and cannot comment on work. In such cases, a member of the SEMT will inform parents and pupils will be advised to do what they can.
- ✚ For our vulnerable learners and pupil premium families, sending home a 'Learning Log' in the form of a separate 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.
- ✚ 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 fluency task, 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 school if you have further questions.

Risk Assessment

CORONAVIRUS (COVID-19) MARCH 2020

RESPONSE STAGE	TRIGGER	Key Actions	Who	Notes
STAGE 1 – General (everyday hygiene and procedures)	None	<ul style="list-style-type: none"> General reminders for hygiene Effective handwashing facilities and soap available Follow usual absence periods for sickness Vigilance of daily cleaning – AM and PM 	HT; staff members; caretaker	
STAGE 2 – Prevention	<p><u>Where an increased risk is present</u></p> <ul style="list-style-type: none"> -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) 	<ul style="list-style-type: none"> 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 on entering school, 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) Review resources such as pencils (named pencils for children) Daily review of the situation Increased attention, when cleaning, to high contact areas 	All staff; families (informed by HT)	
STAGE 3 – Mitigate/Delay	<p><u>Where a significant risk is present</u></p> <ul style="list-style-type: none"> direct case or increased likelihood of cases Public health advice for restrictions 	<p>Consider reducing contact situations:</p> <ul style="list-style-type: none"> Assemblies Carpet time School events Trips <p>Consider:</p> <ul style="list-style-type: none"> Any screening measures e.g. use of a digital thermometer in school. Follow current advice from School nurse/Public Heath England *currently 7 days self isolation. Sending home any children with <u>any</u> symptoms as advised by School nurse/Public Heath England Additional Cleaning focus on high traffic areas 	SLT to inform staff and HT to inform families	
	<u>Where specific and/or significant</u>	<ul style="list-style-type: none"> Part / full closures of site / classes Deep cleans by cleaning staff 	SLT; Cleaning	

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STAGE 4 – Containment	<p><u>changes or restrictions need to be in place.</u></p> <ul style="list-style-type: none"> • High levels of sickness • High rates of absence • Significance of danger of disease or illness 	<ul style="list-style-type: none"> • Closure of lettings and building use • Reduction or exclusion of visitors 	Made Easy	
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Specific Issue	Actions including messages	Who	Notes
Suspected case in school (staff or pupil)	<ul style="list-style-type: none"> • 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. 	SLT	
Confirmed case in school	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Parent/carer informs school • Parents to ensure child washes hands before leaving the house. • Child to wash hands immediately after coming into school • Increase monitoring of pupils 	families	
Confirmed case in a family	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Supply / Splitting classes / Cover • Where too many – partial closure for certain classes or part time / AM / PM classes 		
Support staff shortage	<ul style="list-style-type: none"> • Supply / Prioritise most needy children / classes with remaining staff 		
Protection for most vulnerable children	<ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • Ask them to contact their consultants to seek advice on their condition • Consider working from home if relevant 		
Staff with symptoms	<ul style="list-style-type: none"> • Stay at home; follow NHS 111 advice; discuss with HT 		
Kitchen shut down	<ul style="list-style-type: none"> • Parents to provide packed lunches 		

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Leadership shortage	<ul style="list-style-type: none"> Access via home internet 	TLT; Staff	
Admin shortage	<ul style="list-style-type: none"> Cover with TAs Inform parents not to phone unless emergency 	Site	
Other school users	<ul style="list-style-type: none"> Inform of control measures, including the possibility that a suspension may occur. 	Site	
Long period shut down	<ul style="list-style-type: none"> Continue learning activities through Purple Mash and ClassDojo 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 SLT	

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 HelplineL Phone: 0800 046 8687
Email: DfE.coronavirushelpline@education.gov.uk
Opening hours: 8am to 6pm (Monday to Friday)

Core Control Measures

Control Measure	Control Stage	Notes / Action	Who	Review
Tissues for Each Class	1	<ul style="list-style-type: none"> Ensure adequate stock levels of tissues for each class / office Replenish as needed Staff to also self-replenish from stock 	Site; Staff	
Soap dispenser in classes and all wash areas		<ul style="list-style-type: none"> All children to use this (or have washed hands) on entry to school and before lunch daily Ensure adequate stock levels 	All Staff; Lunch Staff; School Office	
Other users of the building		<p>Contact every user and inform them of usage expectations:</p> <ul style="list-style-type: none"> 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)	<ul style="list-style-type: none"> 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 SLT of 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		<p>Ensuring extremely high hygiene for any food making/testing</p> <p>Avoid any activity where you are passing items around a class – circle time objects, artefact sharing, touching activities (PE or Gymnastics)</p> <p>Other:</p> <ul style="list-style-type: none"> 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	
Good Personal Hygiene		<p>Newsletter:</p> <ul style="list-style-type: none"> 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) <p>Information:</p> <ul style="list-style-type: none"> Distribute key information posters 	HT; Staff	
Review of cleaning	2, 3	<ul style="list-style-type: none"> 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 	Site;	
Additional touch point	2, 3	<ul style="list-style-type: none"> Handles and rails to be cleaned at mid points during the day 	Site	

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cleaning daily				
School visitors and site users	2, 3	<ul style="list-style-type: none">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	<ul style="list-style-type: none"> 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 	SLT	
Support for families affected	2, 3	<ul style="list-style-type: none"> 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 	SLT Kitchen Office Staff	

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
- ✓ 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

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- each case will be dealt with separately, using the latest PHE advice).

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.

