



## CORONAVIRUS – SCHOOL ACTION PLAN

### Current Precautions Being Taken

1. Handwashing and hygiene awareness has been increased.
2. Notices have been put up around school for awareness and updates
3. SLT/Attendance Officer monitoring patterns and reasons for absence
4. Cleaning is being concentrated on heavily used areas
5. Office staff are keeping a close eye on travel by families
6. Parents informed via newsletter and parent mail of hygiene updates in school in line with guidance
7. SLT are keeping fully up to date with DfE guidance on a daily basis
8. SLT aware of signs and symptoms and fully prepared to ask staff to quarantine if appropriate

### **ACTIONS:**

1. If the school receives a call from a parent or family member, or a member of staff informing the school that Coronavirus has been diagnosed to an individual or within the family group, the call must be put through immediately to either the Head Teacher or Deputy Head Teacher. (If neither is available at that point to take the call then an assurance must be given that they will call back within an hour.) **HT/DHT will make a decision** as to whether a pupil or member of staff needs to take appropriate steps to self-quarantine. The Head/Deputy Head Teacher will inform the affected individual/family member as to what precautions must be taken.

The same course of action should be taken if the school receives a call from an individual stating that they have recently returned from a Coronavirus affected area. The Head Teacher or Deputy Head Teacher will advise an appropriate course of action.

2. Any information regarding individuals suffering from or potentially suffering from Coronavirus is to be kept **STRICTLY CONFIDENTIAL**.

3. **Headship Team, Premises Manager and the Chairs of Governors will meet** on the same day as notification is received to put into place the following procedures:-

- Decision to be taken on a professional school deep clean. To be overseen by Office Manager. All cleaning products to be new to prevent the risk of cross contamination. School Office to liaise with Premises Manager and senior cleaning staff to ensure sufficient stocks of cloths/mop heads/bleach based products/alcohol based sanitiser gel/tissues etc. Old cleaning items to be disposed of.

4. **Head Teacher to inform Suffolk County Council, Public Health England and Diocese.** DfE Helpline number to be readily available to whoever requires it SLT/parents/staff etc 0800 046 8687. Mon-Fri 8am – 6pm

5. **Head Teacher to prepare notices to parents** to keep them informed as and when required. School Office to prepare translated letters for EAL families who require them. School Office to use Parentmail to provide regular updates to parents.

6. If all senior managers are unwell then the school will be unable to stay open. The safeguarding of children cannot be compromised.

7. If the School cook should be unwell, and if Vertas are unable to provide a replacement cook in the meantime, the school will provide food for all children who require it, on a short term basis. This will be done through sourcing food through local companies (DHT).

8. **Bursar to make available contingency funds available as and when necessary.** The Head Teacher requested that additional expenditure on both catering requirements and cleaning materials - bars of soap, hand sanitiser, tissues, sprays etc be budgeted for.

9. All children are expected to come to school unless they have reason not to as defined by the Public Health England.