***Pandemic Flu Plan***

***Samuel Whitbread Academy***

**Have staff and Governors/Directors been made aware of this plan?**

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| Comments / action:  **Yes** |

**Who will be responsible for taking the decision on whether**

**to close (and re open) the school in the case of Government advice, staff absence or to prevent the spread of infection ?**

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| Comments / action:  The decision will be made by the Trustees in discussion with Principals, Chief Executive Officer and Chief Operations Officer of BEST. |

**During the Pandemic daily meetings may be required by the Senior Leadership Team.**

**Useful Telephone Numbers**

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| **Organisation** | **Service Provided** | **Contact No.** |
| Galliford Try | PFI | Tristan Mitchell  Karen Mann |
| Central Bedfordshire Council | Local Authority  Environmental Health  School Transport | 0300 300 8301  0300 300 8302  0300 300 8308  school.transport@centralbedfordshire.gov.uk |
| BBC 3 counties | Radio | 01582 636963 |
| SWA | HR | Elle Rees-Rinaldi |
| Parentmail | Text/Email communications | Thomas Rowell |

**Check whether your School is suitably equipped with materials needed to implement infection control measures (e.g. tissues and tissue disposal, hot water, soap, (at least 60% Alcohol hand sanitiser, Milton or chlorine based solution for cleaning door handles, high contact surfaces, shared equipment and toys).**

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| Comments / action: |

**Check cleaning and caretaking arrangements / contracts and whether special provision could be provided during a pandemic (e.g. extra cleaning tasks / cover / duties etc.).**

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| Comments / action: |

**Catering – would alternative provision or arrangements be necessary in the event of catering staff being absent from work?**

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| Comments / action: |

**How will you communicate information to staff, pupils and families, about possible school closures, transport changes etc.**

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| Comments / action: |

**Compile a list of key contacts.**

Key Contact List:

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**Consider how you might operate in the event of key staff absence (including both teaching and ancillary staff).**

**Review arrangements for covering teaching and non-teaching duties during partial school closure.**

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| Comments / action: |

**Consider the allocation of responsibilities, duties and cover arrangements during a pandemic, including who would take key decisions in the event of leadership team absence.**

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| Comments / action: |

**Consider the pastoral needs of pupils during a pandemic?**

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| Comments / action: |

**Consider the languages spoken by pupils and their families and how information will be made available if necessary ?**

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| Comments / action: |

**How will the needs of pupils with special educational needs best be met during a flu pandemic ?**

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| Comments / action: |

**Where will pupils who show symptoms of infection be isolated until parents / guardians can collect them or they can be taken home ?**

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| Comments / Action: |

**Consider compiling a pool of parents / volunteers (who are DBS checked) who could be used to supervise pupils in times of significant absence, consideration should also be given to the use of retired staff.**

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| Comments / action: |

**Consider arrangements for pupils working from home during periods of significant absence.**

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| Comments / action: |

**Consider arrangements for staff working from home during periods of significant absence. (Home working guidance and checklist)**

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| Comments / action: |

**Review arrangements for educational visits during a flu pandemic. eg. cancellation / monitoring of pupils etc.**

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| Comments / action: |

**Arrangement for re-opening school (following Government advice maybe phased opening e.g. certain year groups)**

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| Comments / action: |

**Further action required.**

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| Comments / action: |

**Plan prepared by:**

**Date:**

**Review date:**

**Signature of Head teacher:**