

	Risk of coronavirus infection spreading to children and staff at school	<ul style="list-style-type: none"> • Children and adults are advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available they should put the tissue into their pocket or up their sleeve for disposing of later. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow. • Instillation of more hand sanitisers in classes and reception area • Order more sanitising gels and boxes of tissues 	Parents to provide tissues for their children on a daily basis Office staff/Premises team	On going 13 th March
	Child/Adult is unwell and it is believed that they have been exposed to COVID-19.	<ul style="list-style-type: none"> • Contact NHS 111 and parent (if child) or relative (if adult) and explain reasons for suspicions of exposure and ask for the parent to come to school immediately. Call 999 if they are seriously ill or injured or their life is at risk. • Child/ Adult is sent to the main school office and will be seated in the foyer. Explain to them that they are safe and you will keep an eye on them. • They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available they should put the tissue into their pocket or up their sleeve for disposing of later. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow. • If they need to go to the bathroom whilst waiting for medical assistance, they should use the toilet by the main school office. • The foyer and public toilet will need to be cleaned once they have left. 	SLT/Office staff Teachers/ Support Staff/ Office staff Office staff Office staff Premises Teams	If necessary and ASAP If necessary and ASAP If necessary and ASAP If necessary and ASAP
	A case of COVID-19 (pupil or school adult) is suspected at either school	<ul style="list-style-type: none"> • No restrictions or special control measures are required while laboratory test results for COVID-19 are awaited. • No need to close the schools or send other pupils or staff home. 	HT/SLT/Office staff	If necessary and ASAP
	A case of COVID-19 (pupil or school adult) is confirmed at either school	<ul style="list-style-type: none"> • Contact with the local Public Health England Protection Team will be made to discuss the case, identify people who have been in contact with them and to advise on any actions or precautions that should be taken. An assessment of each education setting will be undertaken by the Health Protection Team with relevant staff. Advice on the management of pupils and staff will be based on this assessment. 	HT/SLT	If necessary and ASAP

		<ul style="list-style-type: none"> The Health Protection Team will also be in contact with the patient directly to advise on isolation and identifying other contacts, and will be in touch with any contacts of the patient to provide them with appropriate advice. Advice on cleaning of communal areas such as classrooms, changing rooms and toilets will be given by the Health Protection Team. If there is a confirmed case, a risk assessment will be undertaken by the educational establishment with advice from the local Health Protection Team. In most cases, closure of the education setting will be unnecessary but this will be a local decision based on various factors such as establishment size and pupil mixing. 	HT/ SLT	If necessary and ASAP
			HT/ SLT	If necessary and ASAP
St Bede's and St Bernadette schools close on advice of Public Health England.	Pupils are missing education and falling behind in their learning.	<ul style="list-style-type: none"> Teaching staff will provide learning activities for pupils and send a pre prepared learning pack home with each child If necessary, set up extra Home Learning Activities on the Websites Liaise with LA over pupils entitled to Free School Meals to ensure food security 	Teachers DHT/AHT/SLT SBM/Admin staff	If necessary If necessary If necessary
St Bede's and St Bernadette sites	Many staff are self isolating and cannot come to work	<p>HT assesses if the Minimum Staffing Requirements have been met.</p> <p>If Minimum Staffing Requirements are met then:</p> <ul style="list-style-type: none"> School remains open Staff may not be expected to teach, as school may be offering 'childcare' only - HT to confirm EHT/HOS/SLT to inform parents that only childcare is being offered <p>If Minimum Staffing Requirements are NOT met then:</p> <ul style="list-style-type: none"> HT makes decision to close the school or part-school closure Parents/Governors are informed via usual communication strategy AHT/DHT to put notice on school website/Twitter HT informs Lambeth LA using the Unplanned School Closure Proforma If children have already arrived for breakfast club their parents will be 	HT HT HT HT SLT/ Admin Team HT/SBM Active Sports Club	If necessary

		<p>contacted to collect asap</p> <p>If all of SLT are not in school then the HT will close the school and follow school closure information above.</p>	HT	
Designated Safeguarding Leads not in		<ul style="list-style-type: none"> The Federation has a Safeguarding Team made up of 4 staff and all are Level 3, DSL, trained. 	N/A	
School caterers are not able to provide food		<ul style="list-style-type: none"> Caterlink has a Business Continuity Plan in place and will contact the HT if they are unable to provide food. HT makes decision to close the school at 12 noon and that parents are required to collect their children by then at the latest DHT/AHT put notice on school website/Twitter Parents are informed via usual communication strategy HT informs Lambeth LA using the Unplanned School Closure Proforma Where notice of no food delivery is given, parents will be contacted and must provide a packed lunch until such time as food delivery is resumed. A basic lunch time meal will be provided for families who are financially unable to make this provision for up to 5 days. At such time the school must decide whether this provision is financially sustainable. 	<p>SBM to check</p> <p>EHT</p> <p>Admin Team</p> <p>HT</p>	If necessary
School Cleaners are not able to clean school		<ul style="list-style-type: none"> Our cleaning company has a Business Continuity Plan in place and will contact SBM if they are unable to clean. SBM will inform the EHT asap SBM to investigate the option of our Premises staff cleaning part/all of school. HT to make decision about possible school or part-school closure and follows relevant procedure 	<p>SBM to check</p> <p>SBM</p> <p>HT</p>	If necessary
Premises staff are not able to open/ maintain school		<ul style="list-style-type: none"> SBM to inform the HT asap HT to make decision about possible school closure and follows relevant procedure 	<p>SBM</p> <p>HT</p>	If necessary

Further information can be found at:

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

On 2nd March 2020 the DfE launched a new helpline:

Phone: 0800 046 8687

Email: DfE.coronavirushelpline@education.gov.uk

Opening hours: 8am to 6pm (Monday to Friday)

No school should close in response to a suspected (or confirmed) COVID-19 case unless directed to do so by Public Health England.

Signed by: Date: Headteacher: Ewa Ostrynska