

School Crisis Management: Communicable or Infectious Diseases

Date	Review Date	Coordinator	Nominated Governor
October 2020	October 2021 or as needed	Sean Flood	Paul Mokwenye

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Health and Safety at Work Act 1974
- Occupiers Liability Acts 1957 and 1984
- Public Health (Control of Diseases) Act 1984
- Public Health (Infectious Diseases) Act 1988
- Schools Standards and Framework Act 1998
- Management of Health and Safety at Work Regulations 1999
- Education (School Premises) Regulations 1999
- Equality Act 2010
- School Premises (England) Regulations 2012
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Children and Families Act 2014

The following documentation is also related to this policy:

- Managing for Health and Safety (HSE)
- Planning for a Human Influenza Pandemic (DfE)
- Ebola: <https://www.gov.uk/government/publications/ebola-environmental-cleaning-guidance-for-potential-contamination-excluding-healthcare-settings>
- Equality Act 2010: Advice for Schools (DfE)
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)

We have in place a series of set procedures to deal with any incident occurring within or outside the school boundary that poses a risk or potential risk to the well being of pupils, school personnel, parents, visitors or contractors.

We recognise our responsibilities under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999. We will take all reasonably practicable steps to provide and maintain safe and healthy working conditions, equipment and systems of work for all pupils, school personnel and visitors to the school. We have in place set procedures to deal with the following critical incidents:

- Arson attack
- Asbestos disturbance
- Bomb threat
- Chemical or biological contamination
- Communicable or Infectious Diseases
- Dangerous weapons in school
- Re-Occupation of the School Building
- School Security
- Severe Storm
- Severe Weather Warning
- Suspicious Mail
- Theft of School Money

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- Evacuation of the School Building
- Flooding
- Gas Leak
- Child Gone Missing
- Outbreak of Fire
- Physical Assault
- Uncollected Child
- Vandalism and Violent Intrusion
- Flu Pandemic
- Road Accident
- Swimming Accident

We believe it is vital to prepare school personnel for all eventualities and, therefore, periodic emergency training will take place for a variety of scenarios that identify potential hazards and demonstrate the existing control measures that we have already in operation. All training will be evaluated and plans changed and updated in line with any new identified potential risks.

We are aware that under the Civil Contingencies Act 2004 that in the event of an emergency the local authority has a duty to provide advice on how schools can recover and continue to function as normal. Therefore, after discussion with the local authority we have in place recovery plans for any such emergency.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We all have a responsibility to ensure equality permeates in to all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To have in place set procedures that deal with incidents which threaten the health and safety of pupils, school personnel, parents, visitors and contractors.
- To undertake periodic emergency training based on a variety of scenarios that identify potential hazards and demonstrate the existing control measures that we already have in operation.
- To work closely with the police and emergency services.
- To work closely with the local authority.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

Procedure

Role of the Governing Body

The Governing Body has:

- in place a critical incident management team comprising of the Headteacher, the Chair of Governors, the Health and Safety Coordinator, members of the Senior Leadership Team, premises manager and school business manager;
- appointed the Headteacher to be the School Crisis Manager (SCM);
- appointed the Deputy Headteacher as the Deputy School Crisis Manager;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring funding is in place to support this policy;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility to inform parents that we have in place a series of procedures that deal with any incident occurring within or outside the school boundary that poses a risk or potential risk to the well being of pupils, school personnel, parents, visitors or contractors;
- the responsibility of involving the School Council in:
 - helping to determine this policy;
 - discussing improvements to this policy during the school year;
 - organise surveys to gauge the thoughts of all pupils;
 - reviewing the effectiveness of this policy with the Governing Body
- nominated a link governor to:
 - visit the school regularly;
 - work closely with the Headteacher;
 - ensure this policy and other linked policies are up to date;
 - ensure that everyone connected with the school is aware of this policy;
 - attend training related to this policy;
 - report to the Governing Body every term;
 - annually report to the Governing Body on the success and development of this policy.
- responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher

The Headteacher:

- will act as the SCM and will lead the Crisis Management Team (CMT);
- has identified and put into operation the following control measures:
 - School website and school handbook informs parents of the minimum period of exclusion for all common diseases.
 - Staff handbook informs school personnel when they should return to work after illness.

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- Local Health Authority immediately informed in the event of a serious problem.
 - Crisis management team are in place to deal with all eventualities.
 - School catering personnel are aware of the minimum period of exclusion for all common diseases.
 - School catering personnel excluded from food handling until certified fit to return to work.
 - School complies with the reporting of injuries, diseases and dangerous occurrences regulations by reporting diseases such as hepatitis, tuberculosis etc.
 - Induction training in place for all new personnel with refresher training in place for all other personnel.
 - Monitoring and review procedures are in place to ensure safe procedures continue.
- will organise periodic school crisis management training for all school personnel that deals with incidents that pose a risk or potential risk to the well being of the school community;
 - will ensure all school personnel, pupils and parents are aware of and comply with this policy;
 - will make effective use of relevant research and information to improve this policy;
 - will monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and governors;
 - will annually report to the Governing Body on the success and development of this policy.

Role of School Personnel

School personnel will:

- comply with all aspects of this policy
- undertake appropriate training;
- take part in simulation exercises;
- study the set procedures dealing with any critical incident as set out in the Staff Handbook;
- be aware of all other linked policies;
- maintain high standards of ethics and behaviour within and outside school and not to undermine fundamental British values;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook/Prospectus;
- the school website;
- the Staff Handbook;
- meetings with school personnel;
- communications with home such as weekly newsletters and of end of half term newsletters;

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- reports such annual report to parents and Headteacher reports to the Governing Body.

Training

All school personnel:

- have equal chances of training, career development and promotion
- receive training on induction which specifically covers:
 - All aspects of this policy
 - Health and Safety
 - Risk Management and Assessment
 - Medical and First Aid
 - Dealing with Critical Incidents
 - New and Expectant Mothers at Work
 - Reporting of Injuries, Diseases and Dangerous Occurrences
 - Ebola
 - Equal opportunities
 - Inclusion
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

Headteacher:	Sean Flood	Date:	October 2020
Chair of Governing Body:	Paul Mokwenye	Date:	October 2020