



STREATHAM & CLAPHAM HIGH SCHOOL

Pandemic Plan - to be used in conjunction with the Disaster Plan

Person(s) responsible for this policy		DFO & Ms M Kpobie	
Last review by	Alison Bullock	Review date	September 2024
Date of next review		September 2025	

Pandemic Planning Team

Coordinator: AB

Team: Head, All SLT, MKp and Nurses

All members of the school community have a responsibility to reduce the spread of infection.

Planning

- **Critical Activities:** Exams / Examination Class Teaching
- **Responsibility to Liaise with Contractors / Suppliers / Support staff:** AB/MKP
- **Business related travel:** Restriction on travel to countries affected
- Follow Trust guidance
- Risk assessments for both schools

Impact of a Pandemic

- **Employee absence – Pandemic Team meetings would need to be held to discuss staffing issues:**
 - How many members of staff we need to keep the school open fully?
 - Which critical lessons / activities should continue if there is a staffing issue?
 - When would the school fully close?
 - Would examinations continue?
- **Reduction in the spread of infection:** Cancel school trips
- **Consider staff and students with special needs:** Identify from Individual Health Plans

Protocols to be implemented in a pandemic

- **Reducing the spread of infection:** Limit assemblies and Staff Meetings
Consider further staggering of lunchtime and breaks
Advertise safe practices
Expand staff room areas around the school
Cancel training courses or switch to Teams
- **Policy for those suspected ill:** Isolated and sent home as soon as possible
Establish who has been in contact with the illness
- **Trigger:** 5 absences linked to this particular illness within 48 hours
Further meeting to discuss the next steps and report to LA
- **Travel to and from affected areas:** Cancel School Trips

Allocation of resources

- **Reducing the spread of infection:** Advertise safe practices
Provide Tissues/ bins in all rooms (& hand wash if appropriate)
Regular and appropriate cleaning – remind cleaners of procedures
Reduction of mass meetings

- **Enhanced Communication:** Email / Website / SchoolPost / Working from home / Teams

Communication

- **Information on Plan:** This document available to all staff in school policies
Presentation to staff and girls in an appropriate forum
Letter written to parents / girls – emailed to all parents
Website to display constantly updated information
Information displayed on a Medical Board in a central location and on plasma screen in Senior School

Coordination

- **Pandemic Planning:** Pandemic Team will regularly attend update meetings
- **Location of relevant information:** with Head

<http://www.hpa.org.uk/>

<http://www.nhs.uk/Pages/homepage.aspx>

<http://www.who.int/en/>