



Hassocks Infant School Coronavirus Contingency Plan

Updated January 2022

The school will follow the most current advice from the government coronavirus website:

<https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>

and the DfE guidance for schools:

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

All classes have received a talk from their teacher about washing their hands correctly. Time will be set aside during the school day for children to wash their hands, in line with government guidance. All teaching and support staff will regularly remind children of the importance of washing their hands. Assemblies will be used to reinforce the importance of good hygiene. The site manager is responsible for ensuring that soap, tissues and paper towels are replenished daily and monitoring supplies. Additional soap, tissues and paper towels will be ordered to ensure that there are sufficient supplies in school.

Cleaners will ensure that all surfaces are cleaned thoroughly on a daily basis. Where class teachers have set up resources / tables in preparation for the next morning, teachers should ensure that the table is cleaned using an anti-bacterial spray before setting up resources.

Regular updates are being sent to all schools from the DfE and Local Authority. The Headteacher will read this communication and share updated information with the school community. A copy of the password for the Headteacher's email address is stored in a sealed envelope in the school safe to ensure access in the absence of the Head.

If the school, governing body, parents or staff have any concerns or questions about the coronavirus, they should contact the DfE coronavirus helpline:

Tel: 0800 046 8687

Dfe.coronavirushelpline@education.gov.uk

The school will continue to remain open unless the DfE or local Public Health Protection Team has advised closure of the school. If the school is closed, the school will follow any advice provided. The school may also be forced to close if there are not sufficient staffing levels to ensure that children are safe whilst on the school premises.

The Headteacher will liaise with the local authority to respond to any requests from the media. Staff and governors are asked to refer any enquiries from the media to the Headteacher and to avoid posting anything regarding the school onto social media.

In the event of a school closure, the following points will be considered:

- ☆ The Headteacher will follow any guidance provided by the DfE / PHE and will remain in contact with these organisations.
- ☆ The Headteacher will notify the local authority.
- ☆ The Headteacher will organise communication to governors, parents, staff and the school community. Only communication approved by the headteacher should be sent out to parents to ensure consistency in communication.
- ☆ Any time off for a school closure is working time and not an additional holiday. The DHT will communicate expectations to staff.
- ☆ The school will follow communication protocols in the school emergency plan to communicate any school closures to parents and family unless the DfE provide additional guidance.
- ☆ Class teachers will be expected to set some home learning activities for their classes. If class teachers are unwell, this responsibility is shared with other teachers in the year group. The school will follow the expectations set out in our Remote Learning Policy.
- ☆ Phase leaders are responsible for coordinating planning in year group teams, ensuring that remote learning is consistently of a high quality and in line with our school policies.
- ☆ The school office will continue to check school email accounts. The schools' Remote Desktop service and Office 365 can be used to access the school server and SIMs to support working off-

site. The Remote Desktop service is limited and access will be prioritised for school admin staff and senior leaders to ensure access to SIMs and FMS.

In the event of staff being too unwell to attend school, the following points will be considered:

- ☆ The Headteacher will follow any guidance provided by the DfE / PHE and will remain in contact with these organisations.
- ☆ The health, safety and well being of our children, families and staff will always be our top priority. SLT will carefully consider staffing ratios to ensure that it is safe to open the school. A ratio of 1 adult : 30 children plus additional support for SEN children is needed as an absolute minimum to safely operate the school. Additional cover for break times, lunch times, first aid and Designated Safeguarding Lead support will also be factored in to any decision about safe staffing levels.
- ☆ The Headteacher will ensure that the Chair of Governors and Vice Chair of Governors are updated on staffing ratios and the decision-making process.
- ☆ It is possible that reduced numbers of pupils may be attending the school if coronavirus infections increase. This may provide some flexibility to merge classes or groups of children.

SLT are absent:

- ☆ Leadership responsibilities will be distributed amongst the senior leadership team.
- ☆ If the HT is absent, the DHT will deputise. The DHT will maintain links with leaders at locality schools and the Chair / Vice Chair of Governors.
- ☆ If the DHT is absent, leadership responsibilities will be distributed amongst the leadership team.
- ☆ The governing body will make a decision about leadership of the school if both the DHT and HT are absent and unable to work. The local authority will provide guidance and should be informed of the situation.

Teachers are absent:

- ☆ Due to the age of children in our school and health and safety considerations, splitting classes is not an option for all year groups. There may be some flexibility to reorganise classes if children are absent. Any decisions to split classes will be dependant upon the needs of the class and individual children affected.
- ☆ The following cover arrangements will be used to cover classes if teachers are absent:
 - Supply cover
 - HLTAs
 - Senior leaders
 - TAs working in pairs to cover classes
 - Reviewing PPA and leadership time to prioritise class cover
 - Cancelling any planned absences, e.g. lieu time, courses, meetings or CPD

Teaching Assistants and Learning Support Assistants are absent:

- ☆ Cover will be prioritised for SEN children and children with challenging behaviours.

Midday Meals Supervisors are absent:

- ☆ Sufficient cover is needed at play / lunch time to maintain health and safety. A ratio of 1 adult to 30 children is needed.
- ☆ Leaders / TAs / Teachers / will be asked to cover lunchtimes. Overtime will be paid to staff working additional hours. Alternative arrangements for a lunch break will be provided for staff.

Office Staff are absent:

- ☆ There is some capacity in the school office to cover absences
- ☆ School office hours may be restricted
- ☆ Overtime provided to ensure that office staff are covered
- ☆ The school office email account is accessible to both the Headteacher and Deputy Headteacher to maintain communication in the absence of the office staff

Premises Staff are absent:

- ☆ SLT will share responsibility for opening the school and checking the school premises
- ☆ The school may open later in the morning and close earlier in the evening to provide some flexibility to leaders who are opening / closing the school

- ☆ The Headteacher and Business Manager will agree a contingency plan to ensure that key tasks, e.g. health and safety checks are completed

Cleaners

- ☆ The agency should have contingency plans in place to cover staff
- ☆ The business manager will liaise with the cleaning company to ensure that adequate staff are available to clean the school

Kitchen Staff

- ☆ Chartwells should have contingency plans in place to cover school staff
- ☆ The business manager will liaise with Chartwells to communicate staffing levels to the leadership team
- ☆ School staff, including leaders and office staff are able to support with the serving of meals if necessary
- ☆ Children can be asked to provide packed lunches if kitchen staff are absent