Southdale
C of E Junior school
Shining like stars in the universe

Graduated Response

Response Stage	Trigger	Key Actions	Who	Notes
STAGE 1 – General (everyday hygiene and procedures)	None	- General reminders for hygiene (assembly, class adults, signs around school) - Effective handwashing facilities and soap available - Follow usual absence periods for sickness	Admin	
STAGE 2 – Prevention	**Where an increased risk is present** -Increased absence rates of pupils or staff -Local increases in sickness e.g. flu, gastric, coronavirus -Public health alerts -Suspected cases of specific illness in school or within the community (eg.coronavirus / gastric)	- Increase frequency of Stage 1 - Communication with key people including key information (staff, pupils and families, users of the site) - Specific hygiene lessons in class - Increased enforced use of handwashing before eating of food - Enforce 48hr after symptoms have stopped for all fever, sickness, diarrhoea etc. - Consider the types of trips and events and make changes as necessary (e.g. those where lots of close contact / touch points) - Review *Core Control Measures and make changes as necessary* - Daily review of the situation following DFE guidance	SLT Admin Staff	
STAGE 3 – Mitigate/ Delay	**Where a significant risk is present** - direct case or increased likelihood of cases - Public health advice for restrictions	Consider reducing contact situations: - Assemblies (these will now be in class) - School events – Cancel cyber evening and other large gatherings – eg Easter Event - Trips Consider: - Any screening measures e.g. use of a thermometer in school. - Sending home any children with *any* symptoms – new guidance is suggesting any child/ adult with a persistent cough or fever must self-isolate for 7 days now - Additional Cleaning including deeper cleans of surface areas and handles – twice a day	SLT	
STAGE 4 – Containment	**Where specific and/or significant changes or restrictions need to be in place**. - High levels of sickness - High rates of absence - Significance of danger of disease or illness	- Part / full closures of site / classes - Deep cleans	HT / Chair of Governors	

Control Measures for Stage 2 and 3

Hazard	Control Measures	Who	Notes
Suspected case in school (staff or pupil)	- Contact relevant agencies e.g. LA / Public Health England - Deep clean core areas - Inform staff - Core reminders of hygiene - Contact parents – general information about sickness etc.	SLT	
Confirmed case in school	- Deep clean core areas - Inform staff - Core reminders of hygiene - Contact parents – general information about sickness etc. and the key next steps e.g. closure of a class / school/ or carry on etc.	SLT; Site	
Suspected/Confirmed case in a family	- Children in the family to remain at home for a fixed period of time - Deep clean of the classroom and school	SLT Site	
Teacher shortage/support staff shortage	- Splitting classes / SLT Cover - Where too many – partial closure for certain classes or part time / AM / PM classes	SLT	
Staff with symptoms	- Stay at home; follow NHS 111 advice; discuss with HT	HT	
Pregnant staff	- Ask them to contact their midwife to seek advice; - Consider working from home if appropriate/seek advice	SLT	
Kitchen shut down	- Parents to provide packed lunches. School to seek alternatives for FSM children (51 children) – could cook onsite in our kitchen or make sandwiches	SLT; Families	
Leadership shortage	- Access via phone	SLT; Staff	
Admin shortage	- Cover with TAs / SLT - Inform parents not to phone unless emergency	Site	
Other school users	- Inform of control measures, including the possibility that a suspension or usage may occur.	Site	
Long period shut down	- Continue learning activities through Parent Hub, website, you tube video channel. - Daily Reading	SLT; Staff	

Core Control Measures

Control Measure	Control Stage	Notes / Action	Who	Review
Tissues for Each Class	1	- Ensure adequate stock levels of tissues for each class / office - Replenish as needed - Staff to also self-replenish from stock	Site; Staff	
Soap	1	- Ensure dispensers are full from the start of each day. - All children to use this (or have washed hands) before lunch daily - Ensure adequate stock levels	Site; Staff; Lunch Staff	
Other users of the building	2, 3	Contact every user and inform them of usage expectations: - Clean hands or use gel upon entering the building - Restrictions or suspensions of usage	Site Admin	
monitoring daily any child or staff absence	2	- Daily report to the HT or number of absences and symptoms	Admin; HT	
Reducing contact point activities	2	Ensuring extremely high hygiene for any - Food making / tasting Avoid any activity where you are passing items around a class - Artefact sharing - Touching activities – PE / Gymnastics Other - Cease hand shaking of children and visitors	Staff	

Control Measure	Control Stage	Notes / Action	Who	Review
Good Personal Hygiene	2	- All children to wash their hands before coming to school, before going home and when they get home. - Classes to teach children hand washing techniques - Children to wash hands before eating dinner - Information: - Distribute key information posters	HT; Staff	
Review of cleaning	2, 3	- Meet with cleaning contractors to review cleaning arrangement and make any necessary changes - Increase focus cleaning on touch points and tables (redirect from vacuuming etc. if needed) - Daily cleaning of classrooms (already in place) - Teachers to regularly clean door handles throughout the day - Preparations for deep cleans if necessary	Site; Cleaning Contractor	
Taking temperature of anyone in school who may begin to feel unwell	2, 3	- Purchase hand held non-contact thermometer.	SLT	

Prevention and Management of contagious or infectious diseases

Information for staff, visitors and external providers

STAGE 2 - PREVENTION

We have currently increased precautions in place to ensure effective the prevention of the spread of illness.

All users of the building are asked to follow the following guidance:

Do

- ✓ **wash your hands with soap and water often – do this for at least 20 seconds**
- ✓ **always wash your hands when you get home or into work**
- ✓ **use hand sanitiser gel if soap and water are not available**
- ✓ **cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze**
- ✓ **put used tissues in the bin straight away and wash your hands afterwards**
- ✓ **try to avoid close contact with people who are unwell**

Don't

X do not touch your eyes, nose or mouth if your hands are not clean

If you think you might have coronavirus, have been to a country or area with a high risk of coronavirus in the last 14 days or you've been in close contact with someone with coronavirus ring NHS 111. Visit https://www.nhs.uk/conditions/coronavirus-covid-19/ for further details.

Prevention and Management of contagious or infectious diseases

Information for staff, visitors and building users

STAGE 3 - MITIGATE/ DELAY

We have currently increased precautions in place to ensure effective the prevention of the spread of illness.

All users of the building are asked to follow the following guidance:

Do

- ✓ **wash your hands with soap and water often – do this for at least 20 seconds**
- ✓ **always wash your hands when you get home or into work**
- ✓ **use hand sanitiser gel if soap and water are not available**
- ✓ **cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze**
- ✓ **put used tissues in the bin straight away and wash your hands afterwards**
- ✓ **try to avoid close contact with people who are unwell**

Don't

- ✗ **do not touch your eyes, nose or mouth if your hands are not clean**
- ✗ **enter the school if you are feeling unwell or have been in close contact with any person who is unwell (staff should contact the head teacher to discuss).**

If you think you might have coronavirus, have been to a country or area with a high risk of coronavirus in the last 14 days or you've been in close contact with someone with coronavirus ring NHS 111. Visit https://www.nhs.uk/conditions/coronavirus-covid-19/ for further details.

Continuation of learning Plan if school closure is for an extended period

- Staff to communicate to pupils via parent app ParentHub
- Headteacher to create a continuation of learning plan which will include:
    - All core work to be set for the first week of closure in paper form with reading book(s) suitable to the age and stage of the child to be sent home (provided that school has sufficient notice to facilitate this)
    - Daily work sent electronically for Week 2 and further weeks as appropriate
    - Videos to be uploaded to you tube on a daily basis to demonstrate key learning
    - Other core learning to complete:

        - Any online learning available e.g. Timestable Rockstars, MyMaths, White Rose Maths hub, PIXL
        - Daily Reading

- School will send a message to parents via ParentHub to explain the above and the expectations from parents to support this