



Pandemic Policy

Greek Primary School of London

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Acton, London

Reviewed
30-01-2023



PANDEMIC POLICY

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INTRODUCTION

A pandemic is a global disease outbreak that sharply increases in populations around the world with infections taking place simultaneously. A pandemic can be caused by a variety of infectious diseases from the plague to influenza and coronaviruses. During a pandemic, transmission can be anticipated in the workplace.

SECTION 1

Policy Review and Distribution

1. Review Procedures

The Pandemic Policy for the Greek Primary School of London is to be reviewed annually by the school management/Health and Safety Committee with notification being given to the full Governing Body on the results of the review.

2. Amendments

Amendments are to be introduced on the approval of the school management/Health and Safety Committee. The Governing Body is to be advised on the nature of any amendments.

3. Distribution of Copies

Copies of the policy and any amendments will be distributed to: The Head Teacher; School Health and Safety Representative; All Staff and Governors.



SECTION 2

Statement of Intent

The World Health Organisation (WHO) advises that there will, sooner or later, be a pandemic.

Central Government has overall responsibility for contingency planning and for national policy decisions. Local Authorities and the Department for Education will communicate information from Central Government to all schools. Depending on the nature of the pandemic virus, children's vulnerability to it and the regions it has reached, schools may be advised to close. It is the Head's responsibility to respond appropriately to the advice received.

Schools have been advised to plan for remaining open and for possible closure during a pandemic. If there is no advice to close the school, it would remain open as long as there were sufficient staff available for the school to function.

This policy provides a basis for the school's response to a Pandemic. Should the Headteacher be advised that a Pandemic is imminent, they will review the plans and meet with the SLT and Governors.

Head Teacher **Aikaterini Papagianni**

Signed

Date: 30-01-2023

Deputy Head Teacher **Aikaterini Papagianni**

Signed

Date: 30-01-2023

SECTION 3



Policy Arrangements

3.1 Aims and Purposes of the Risk Assessment Policy

The pandemic policy has been written in line with Government and DfE guidance. The aim of the policy is to summarize the key procedures and responses to be activated in the event of a pandemic outbreak. The plan is flexible and contains procedures and responses ranging from a mild to an aggressive outbreak.

This policy will advise staff about the precautions needed when dealing with a pandemic outbreak. This policy also takes into account the guidance given from both the World Health Organisation, Government and DfE guidance.

3.2 Scope of Policy

This Policy is applicable to all those with responsibilities for implementing the school strategy. This policy applies to the whole school including the EYFS.

Once this Policy has been activated, it should be read in conjunction with Government and DfE guidance relating to the pandemic.

3.3 Responsibilities

The Head Teacher is responsible for;

- Ensuring all staff are aware of the policy
- Overseeing the pandemic response
- Activate the pandemic policy as seen fit
- Ensure Government and DfE advice is followed
- Staff and students are kept up to date with Government and DfE information
- Liaising with the Local Authority / DfE in the event the school is to close

All staff are responsible for ensuring that;

- They are aware of and adhere to this plan in the event of a pandemic
- Students practice good hygiene standards
- Inform Headteacher if they suspect themselves or a student has been affected by the cause of the pandemic

Pupils, parents and visitors are responsible for following the school's advice in relation to the pandemic and reporting to a member of staff if they suspect they are affected by the cause of the pandemic.



Contractors and hirers of the school premises are expected to report to a member of staff if they suspect they are affected by the cause of the pandemic.

SECTION 4

School Preparations

4.1 School Preparations

The school has developed preparations which covers the prevention of the spread of the pandemic and the actions to be taken in the event of an outbreak.

The Headteacher will ensure the school monitors publications from the department of Health and DfE and updating plans as necessary.

All staff and students will be informed of the pandemic and the school's approach through assemblies/posters, oral communication and drama play. All information provided to pupils will be at a level of detail appropriate to their age comprehension and proximity of threat.

Regular meetings with staff will be held to review staffing plans to accommodate for high levels of staff absences. In the event of a school closure, a remote learning and working plan will be created to provide staff and pupils with working and educational services.

The Headteacher, with the assistance of the cleaner will ensure the provision of cleaning services is increased throughout the school.

To ensure parents and carers remain fully informed, a communication plan will be drawn up like emails and video conference meetings.

4.2 Pandemic Stage

The start of a pandemic in the UK will be determined by the Government. This may occur either during term time or the holidays. During a pandemic in the UK, the Headteacher will hold a meeting with key staff; the Education Counsellor, to:

- Assess the situation facing the school.
- Consider the latest Government and DfE advice. (This may include advice on whether schools in affected areas should stay open or close)
- Implement measures to reduce the risk of infection. These are likely to include, but not be limited to:
 - o The cancellation of matches with other schools
 - o The cancellation of visits to/by other schools and organisations (e.g. those that use the school's facilities)
 - o The cancellation of school trips and visits



- The cancellation of plays and concerts
- The suspension of whole school assemblies
- The cancellation of staff training, conferences and meetings at external venues
- The implementation of basic precautions to reduce the risk of catching or spreading the pandemic

When the pandemic is diagnosed in the school, the Headteacher will hold regular meetings to:

- Review the number of pupils and staff affected, and forecast return dates
- Determine the necessary adjustments to classes, curriculum, activities and events, meals and school hours for the following day
- Prepare updates for parents, pupils, staff and the Education Counsellor
- Prepare any information requested by the local authority (e.g. absence rates)

During the course of a pandemic, the school will aim to:

- Maintain teaching and other activities by adjusting or merging classes as necessary, in line with the availability of pupils and staff
- Set and correct homework for those pupils who are recovering at home, via the internet, or by mail for those without that facility
- Do everything reasonably possible to ensure that a catering service is maintained. However, should this become impossible, it may be necessary for pupils and staff to bring a packed lunch to school
- Keep parents, staff and governors fully informed
- Support pupils and staff in the event of bereavement, through the provision of counselling
- In the event of closure, the school would attempt to remain open to staff, who should come into school to set and mark work, unless ill or caring for dependants

4.3 School Closure

If the decision is taken to close the school partially or fully, it will be based on two overriding criteria:

1. The ability of the school to remain open. This will be based on the minimum number of staff available to maintain a satisfactory and safe learning environment and whether the school can provide sufficient support services, such as maintenance of the buildings, utilities, and catering.
2. The vulnerability of pupils to infection. The Government or local authority may advise that it will be for the social good to close the school (i.e. on child welfare grounds) to reduce the spread of infection among children.

The Headteacher will be advised on this decision by:

- The Education Counsellor (Embassy of Greece in London)
- The Government and Local Authority (DfE)

It is intended that the school should remain open for as long as the availability of staff and pupils, together with essential services and supplies, make it viable to do so.



SECTION 5

General School Hygiene

The school will ensure a good standard of hygiene is maintained. The Headteacher will ensure Government guidance on hygiene is sought and will be dependent on the pandemic.

Once information has been provided by the Government the Headteacher will ensure hygiene practices are in place and updated when new information becomes available.

5.1 Reducing the Spread of a Virus

It is possible to reduce, though not eliminate, the risk of catching or spreading a virus by:

- Covering the nose and mouth when coughing or sneezing. Use a tissue when possible or even your sleeve but don't use your hands
- Disposing of dirty tissues promptly and carefully – bag and bin them (**'Catch it-Bin it-Kill it'**)
- Maintain good basic hygiene (frequent hand washing with liquid soap)

Washing your hands is the single best way that you can help stop spreading germs that cause illness with coughs and sneezes.

You should wash your hands frequently:

On days when you are coughing, sneezing or lowering your nose, frequently wash your hands often with soap and water; or, if you can't use soap and water, use wipes or gels. See more advice below at: 'How to wash and dry your hands'.

How to wash and dry your hands with soap and water (see additional posters displayed over basins)

1. Wet your hands with warm water, then add soap.
 2. Rub in the soap, while you count to fifteen (15). Make sure you rub the soap into:
 - i. the backs of your hands
 - ii. the backs of your fingers
 - iii. your finger-nails
 - iv. your finger-tips
 - v. the skin between your fingers
 3. Rinse your hands under running water.
 4. Dry your hands with a disposable paper towel or hot-air blower
- Avoid non-essential travel and large crowds



- Clean all hard surfaces frequently (work surfaces, chairs, desks, toys (EYFS/Primary), computer keyboards, telephones, door handles etc.)
- If anyone becomes ill, or thinks they may be ill, they stay at home or be sent home as soon as possible

What you can do as an individual

Everyone can play their part in helping to reduce the spread of Pandemic Flu/Coron Virus. There are two key things to remember:

- a. Good hygiene practice is essential – wash your hands regularly, particularly after coughing, sneezing or blowing your nose
- b. If you have virus (corona virus) symptoms (see table as follows), do not go into work or school; call your Headteacher. If you become ill at work, inform your Headteacher. If your children show flu/virus symptoms, keep them at home. You will need to contact your GP by phone for further advice, do not go directly to the surgery.

Most Significant	Other
High fever	Aching muscles
Cough	Sore throat
Shortness of breath leading on to more sever breathing difficulties	Runny nose, sneezing; Please note than Corona virus does not always have the runny nose
Tummy aches	Loss of appetite
Diarrhea	Headache
	Malaise (lethargy, listlessness)
	Chills

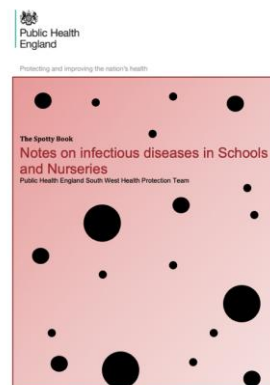
5.2 General Hygiene at School

All staff, including teaching staff should ensure pupils follow the hygiene guidelines described above.

The cleaner must ensure that there are adequate supplies of tissues, liquid soap, hot water and that bins are emptied regularly.

All roller towels are to be removed as soon as a pandemic is announced. Only paper towels are to be used for hand drying. Alcoholic gel should be made available to the whole school for more hygienic hand washing.

Public Health England has produced guidance for school staff and others with children in their care on the prevention and control of infectious diseases, known as [The Spotty Book; Notes on infectious diseases in Schools and Nurseries](#)





Further information on diseases, infection control and good hygiene standards can be found within this guidance.

This policy is subject to constant review and amendment as necessary.