

Rapid Closure Procedures

Revised: June 2020
Review date: As appropriate

This procedure has been written for all school stakeholders and is specifically related to any possible closure during the COVID period.

During the period of wider opening, leaders are aware that circumstances may arise which mean it will not be possible to continue to open the school. Examples could include:

- Insufficient staff available to safely supervise the numbers of children
- Insufficient staff available to maintain the cleaning and safety routines in and around the building
- A local or national change in the behaviour of the virus or a rise in the incidents of the virus identified through testing in the community
- Very localised incidents of the virus identified through testing in the school community
- Lack of PPE or cleaning materials or anti-bacterial gel.

Examples such as these may require a rapid response and school closure at very short notice. While closure at short notice will be challenging for all stakeholders and particularly for families trying to return to work, we are prioritising the safety of staff and children so if necessary the Headteacher makes the decision to close.

School will publicise the potential for short notice closures on their website and in home school agreement to ensure parents are aware of their responsibility to respond and support closure.

Types of closure

1. Same Day Closure

Example: An unexpected number of pupils and staff become unwell during the school day with COVID symptoms.

Before school starts, the Headteacher is notified of significant staff absence

Action: The Headteacher assesses that it is necessary to close the school or parts of the school immediately. This may be discussed with a local authority officer (time permitting).

- In school, social distancing or other necessary actions will be implemented while waiting for pupils to be collected and at the same time, parents will be contacted by email / text and/or phone to collect pupils immediately
- All staff should be notified
- Website homepage will display key information including “we urge you not to phone school because we need to keep the telephone lines clear for staff”

- All those affected will be given testing advice and asked to inform the school of the outcome
- The Local Authority, LDBS and C of G will be informed
- Any other relevant agencies will be informed (e.g. social workers for key families, catering or cleaning providers)
- The Headteacher will assess the risk and determine whether longer term closure is required and communicate appropriately. Communication should clearly state the reason for closure to avoid unnecessary anxiety.

2. Next Day closure

Examples: Following a review of staff availability due to notified sickness absence or other reasons, the Headteacher is unable to provide supervision of pupils. Public Health informs schools via the local authority that there is a rapid, local increase in virus incidents

Action: The Headteacher assesses that it is necessary to close the school or parts of the school on the next school day.

- Parents and staff will be contacted via email/ text message and the school website
- Website homepage will display key information. This should clearly state the reason for closure to avoid unnecessary anxiety.
- The Local Authority, LDBS and C of G will be informed
- Any other relevant agencies will be informed (eg social workers for key families, catering or cleaning providers)
- The Headteacher will assess the risk and determine whether longer term closure is required and communicate appropriately

3. Planned closure

Examples: Public Health or the Government informs schools that there is a spike or increase in the incidents of the virus either locally, regionally or nationally.

Action: Headteachers will undertake a risk assessment and decide whether a full or partial school closure is necessary

- Headteacher will implement closure
- Parents and staff will be contacted via email/ text message and the school website
- Website homepage will display key information. This should clearly state the reason for closure to avoid unnecessary anxiety.
- The Local Authority, LDBS and C of G will be informed
- Any other relevant agencies will be informed (e.g. social workers for key families, catering or cleaning providers)
- Headteacher will determine what the provision of home learning should look like
- Headteacher will review local and national advice to determine next steps

As with all emergency planning procedures, schools should have plans in place for contacting staff and parents if the electronic systems are not available. This might include not being able to access records on SIMs or using internet-based phone systems.

Actions in the event of a closure

- Helen – update website
- Helen – contact cleaners and kitchen team in the event of closure
- Jay to email, text and where necessary call parents in the event of a closure
- SLT to contact all staff
- Head to contact SIP's at LDBS and Hackney
- SLT to email Hilary Smith at Hackney
- Head to contact C of G
- Helen / Rob to organise deep cleaning if necessary

