

New Wave Federation



Rapid Response Procedure

new wave
federation



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During the period of expanding provision, leaders are aware that circumstances may arise which means it will not be possible to continue to open the school.

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- Insufficient staff available to safely supervise the number 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

Examples such as these may require a rapid response and school closure at very short notice. Whilst 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 Headteachers will make the decision to close. Any decision taken to close the school will be made as quickly as possible by the Headteacher in consultation with the Executive Heateacher. In the event one or more of the federation schools having to close, or partially close, families will be notified and communicated in the following ways:

- by text message – parents should ensure the school has up to date mobile telephone numbers and contact details for nominated family members
- details will be posted on the school website.
- details will also be posted on the Local Authority's website <http://www.learningtrust.co.uk>
- Any other relevant agencies will be informed (eg social workers for key families, catering or cleaning providers)

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".NK ujZ 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.

° V{b| Following consultation with the Executive Headteacher the Headteacher assesses that it is necessary to close the school immediately.

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In school distancing and procedures as outlined in the risk assessment will be implemented while waiting for pupils to be collected.Á

Parents will be contacted by text and/or phone to collect pupils immediatelyÁ

All staff will be notified Á

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" Á

All those affected will be given testing advice and asked to inform the school of the outcomeÁ

Public Health England, The Local Authority and Chair of Governors will be informedÁ

Any other relevant agencies will be informed (eg social workers for key families, catering or cleaning providers)Á

The Executive Headteacher and 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. Á

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".NK ujZy 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 England informs schools via the Local Authority that there is a rapid, local increase in virus incidents"

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° V{b| Following consultation with the Executive, the Headteacher assesses that it is necessary to close the school on the next school day. Communication as outlined above. The Headteacher will assess the risk and determine whether longer term closure is required and communicate this appropriately.

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

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° V{b| Headteachers will undertake a risk assessment and decide whether a full or partial school closure is necessary"

Following a consultation with the Executive Headteacher, the Headteacher will implement closure and communication as outlined aboveÁ

Headteachers will determine whether the provision of home learning should be reinstatedÁ

Headteachers will review local and national advice to determine next stepsÁ

Ensure that the schools out of hours contact details and internal cascade arrangements are in place and up to date. In cases of emergency during school hours