



# The Skinners' School

## Crisis Management Procedures

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## **Introduction**

**This Policy has been written specifically for The Skinners' School and covers risks and eventualities that may well be experienced in our locality.**

## **Aims**

The aim of this Policy is to ensure that all staff and governors are equipped with a full and concise working document to deal with any crisis that affects the Skinners' School, its staff or students. These incidents may range from a flooded classroom; a water leak; loss of all computer data to the death of a student or member of staff; tragic accident during an Skinners' School trip or other off-site visit.

All senior members of staff and governors must be clear about their responsibilities and duties at such a time and should be able to use this document to easily identify who should be contacted and how in a number of different scenarios.

It is the responsibility of Headmaster's PA to ensure that the contact lists held within this document are kept up to date and it is the responsibility of all holders of this document to ensure that they keep the personal information that it contains as confidential.

## **The Right Response**

Taking the correct course of action in response to incidents or threats involving Skinners' School staff, students or property may determine whether there is a further incident, whether the Skinners' School will receive the available support at the right level and in some cases whether justice is served. The proper response will minimise the distraction, allowing the Skinners' School to get on with their real business. In addition to dealing with individual incidents, the proper response may involve the investment of staff time and resources in recording, analysing and taking preventative measures against future incidents.

## **The Impact on the Skinners' School**

The impact of incidents will vary depending upon the circumstances. Plans should be in place to cover all eventualities while making a subjective judgement on the level of support needed and the impact upon the Skinners' School.

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## **Intruders on Skinners' School Premises**

No-one wishes schools to be turned into fortresses. The Skinners' School will maintain an "Open Door" Policy for parents and visitors alike but this must be balanced against the likelihood of serious threats to staff and students in the Skinners' School. These threats may take the form of –

- Theft of equipment and/or personal belongings of either staff or students.
- Vandalism of equipment and/or premises.
- Violent students threatening either fellow students and/or staff.
- Violent parents threatening either students and/or staff.
- Unknown intruder threatening either students and/or staff.

### **Visitors**

All visitors are requested to enter via the Skinners' School main reception and sign the visitors' book. This process also ensures visitors' safety if a fire evacuation or drill should take place during their visit. Visitors should (if at all possible) be escorted to their destination and introduced to the relevant member of staff in that area. All staff should feel confident in issuing a polite challenge to any visitors; "Can I help you?" or "Are you lost?" will cover most situations. If any member of staff or student feels uneasy about the presence of behaviour of any visitor they should report their concerns immediately to the Headmaster asking the visitor to accompany them to the main office. Any serious concerns or threats should follow the procedures below.

### **Assess the Risk**

Try to categorise the intruder and the degree and type of threat posed. Any knowledge of the intruder, their motivation or background, will be of help for the Skinners' School and possibly the emergency services should they become involved.

- Walk in opportunist thief.
- Former students.
- Parents.
- Non-custodial parent seeking access to children or seeking to remove children from the Skinners' School.
- Armed intruder.
- Unknown quantity.

Look out for people who are not staff but appear to have authority to be there. Wearing a suit, carrying a clipboard or wearing overalls are all good cover for a sneak thief.

### **Challenging the Intruder**

- Do not stand too close or invade personal space, this could trigger violent confrontation.
- Avoid an aggressive stance such as finger wagging or folded arms.
- Be polite. Stay calm; speak gently, slowly and clearly.
- Explain your authority to challenge them if it is questioned.
- Always tell another person when going to speak to possible intruders.
- Avoid arguments.
- Never place your hand on a potentially aggressive intruder.
- Do not turn your back, and if you leave the room, do so backwards.
- Try to leave yourself an escape route which you have planned on entry to the area.
- Be on the look out for weapons.
- If there is more than one intruder, do not confront them on your own, seek support first or enlist the help of the police.
- If you do not feel sufficiently confident to challenge an intruder, do not do it. Seek help; no-one will think the less of you.

### **Contacting the Emergency Services**

Whilst we have a good working relationship with the local police the emergency number should always be used in the following circumstances –

- There is any danger to life.

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- Actual or expected threat of violence.
  - Threat of damage to property.
  - A crime is in progress.
  - A further crime may occur.
  - There is any other incident which in your judgement requires an immediate response.

### **Emergency Communication**

In order to reach a decision on how to deal with an intruder, you may need to contact another member of staff quickly without the intruder knowing your intention. You may also need a way of summoning help, such as calling the police. The following coded messages could be used for the following circumstances –

- “Would you please ask (Name of person) to cover my class for the moment?” – Please send the Headmaster or a member of the Senior Leadership team immediately.
- “Mrs \*\*\*\*\* is feeling a little faint, could you contact her doctor?” – call the police immediately.
- Sending a student with a pre-determined book or piece of equipment to the office/Headmaster where those staff will be alerted to the need for assistance in the classroom concerned.

### **During the Event**

If there is any question of a risk to students and/or staff, evacuate the Skinners’ School using normal fire evacuation procedures. There may be situations where evacuation would increase the risk or exacerbate a sensitive situation. Circumstances will dictate the action to be taken and either the Headmaster or individual members of staff will have to take the responsibility of making a judgement as to the right course of action. If there is a physical threat to staff or students always call the police using 999.

Nobody should attempt, or feel that they are expected, to “have a go” if there is any question of their being at risk of injury as a result. If there is a risk of equipment being stolen it is better to lose such equipment rather than risk a violent incident. Similarly, if there is a risk of assault, an intruder could claim you used unreasonable or unjustified force on them.

Avoid direct confrontation until the police arrive. Where staff or students are not in immediate danger from an intruder, try to keep track of their movements and inform the police of their whereabouts when they arrive.

In the case of attempted abduction or direct physical threat to a student you will be required to make an immediate judgement. Consider –

- Will the victim be in greater danger or lesser danger if the intruder is confronted?
- Is it possible to speak to and reason with the intruder?
- Is the intruder known to you and the pupil?
- Do you have any knowledge of the victim or intruder that may assist your judgement?

It is not reasonable to suggest that Headmaster or other staff can do more than follow their own assessment of the situation and act accordingly. The only principles which must be followed are to take the course of action which you believe presents the least risk to the student and Skinners’ School staff, and summon the police as soon as possible.

### **After the Event**

Any violent incident that takes place in the Skinners’ School must be reported in accordance with the Skinners’ School’s procedures.

It is possible that staff or students may be traumatised by intruder incidents, even if they do not display immediate signs of trauma or disturbance. It may be appropriate to arrange counselling. There may also be an ongoing need for psychological support and guidance to help the Skinners’ School community come to terms with the incident.

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If the intruder has left the premises and may pose a threat to other schools, contact should be made with the local schools in the vicinity.

It may be appropriate for the Headmaster or Chair of Governors to brief Officers from the Children's Services Directorate about the incident, particularly if there is any media interest. No other member of staff or governor should speak to the press or broadcast media without first consulting the Headmaster.

## **Trespass, Nuisance or Disturbance on Skinners' School Premises**

Although trespass is not a criminal offence, the Headmaster may order any unwelcome or unauthorised visitors off the Skinners' School premises. This right is extended by Section 547 of the Education Act 1996. Section 547 makes it a criminal offence if a person present on educational premises without lawful authority causes or permits nuisance or disturbance to the annoyance of persons who lawfully use those premises. It applies whether or not the lawful users are present at the time and to all Skinners' School buildings, playgrounds, playing fields and other areas for outdoor recreation.

The penalty for a person convicted of the offence is a fine of up to £500.

### **Exercise of Section 547 & Police Involvement**

The Headmaster can ask unauthorised persons to leave, but only a Police Officer can remove a person from the Skinners' School premises provided they have reasonable cause to suspect that the person is committing or has committed an offence under Section 547.

On no account should staff attempt to remove physically from the premises a person who may be committing an offence. If a person will not comply with an instruction to leave the premises, or if in the view of the authorised person an instruction or confrontation might inflame the situation and put them or others at risk then police assistance should be summoned by dialling 999.

Problems not requiring an immediate police response should be dealt with by contacting the local police on **01732 771055**. If there is prior knowledge of the likelihood of trouble on educational premises, the police should be contacted in advance using the above telephone number. **If there is any question of immediate risk to staff, students or others or damage to property, a 999 call should be made.**

**Reference should be made to *A legal toolkit for schools (DfES/0504/2002)* which can be found in the main office.**

### **Less Serious Cases**

In less serious cases of nuisance or disturbance (e.g. persons allowing dogs to foul playing fields, parents persistently smoking on Skinners' School premises etc.); the following steps should be taken by the authorised members of staff –

- a) Warn the person concerned of the sanctions that Section 547 provides. Ask the person to refrain from committing an offence and/or ask them to leave the premises. Ask them for their name and address.
- b) In cases of persistent offences or if the offender takes no notice of a warning given as above, inform the offender that he/she may be prosecuted; ask for the offender's name and address; make a written report of the incident immediately after and in as much details as possible, including any remarks made by the offender. Take a separate statement from any witnesses to the incident.

**It is emphasised that if at any stage of this process an authorised person believes that they or others may be at risk; they should withdraw and summon police help by dialling 999.**

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### **Record Keeping & Warning Letters**

The Headmaster should ensure that a detailed record is kept of any incidents. In more serious cases or with persistent offenders, the Headmaster may contact the Skinners' School's legal advisors.

It is understood that the Skinners' School may have difficulty in the heat of the moment in deciding whether an incident is likely to have serious consequences, presenting danger to people or a threat to property.

### **Offensive Weapons Act 1996**

Section 139A of the Offensive Weapons Act 1996 came into force on 1<sup>st</sup> September 1996. This makes it an offence to carry an article with a blade or point, or an offensive weapon, on school premises. Conviction can result in a fine, imprisonment or both.

If someone is carrying such an item for good reason or with lawful authority such as –

- Use at work
- Educational purpose
- Religious reasons
- As part of a national costume

Such use is permissible and in the unlikely event of them being charged in such circumstances, they have a defence.

Section 139A also provides a police officer with the power to enter Skinners' School premises and search for such articles if there are reasonable grounds for suspecting those articles to be present.

Further information on the possession of offensive weapons is available in Safety Advice Note SAN(G) 14.

### **Keeping Staff Safe**

Violence or the threat of violence towards Skinners' School staff is still comparatively rare. Nonetheless, it is advisable to consider the circumstances in which violence or threat might occur and the precautions which can be taken to minimise risk.

### **Be Aware of Your Own Behaviour**

Violent confrontation may occur as a result of inappropriate behaviour by Skinners' School staff. Whilst there is no excuse for violence, all staff should ensure that their own behaviour is assertive but controlled and reasonable.

### **Be Prepared**

Staff may know in advance that a meeting is likely to be difficult and that certain parents are prone to over-react, or that they will strongly disagree with an Skinners' School action or decision. If staff think these circumstances may apply, seek the advice of either the Headmaster or a member of the Senior Leadership team and ensure that a colleague is present throughout any such meeting.

### **Drink, Drugs & Stress**

If it is apparent that someone you are meeting has been drinking, or if there is a suspicion that they may be under the influence of drugs, all staff should be very cautious. If it is possible to withdraw from the situation to enlist assistance then do so. People suffering from stress or over-tiredness may also be more prone to commit acts of violence.

### **Be Aware of Your Surroundings**

Ensure you are aware of the following –

- If in an office or classroom, how could you get help if it was needed?
- Do you have an escape route?

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- Always position yourself between the person you are meeting and the door.
  - Do not turn your back, and if leaving the room, do so backwards.
  - If possible, remain behind a barrier such as a desk.
  - Avoid potentially dangerous locations such as the tops of stairs, restricted spaces and areas where there is equipment which could be used as a weapon.
  - Is there another member of staff within earshot?

### **Try to Remain Calm**

In a confrontational situation, try to gently persuade the aggressor to back down or compromise and –

- Keep calm, speaking gently, slowly and clearly.
- Do not show aggression in response to aggression.
- Do not argue.
- Do not invade personal space by standing too close.
- Avoid wagging your finger or folding your arms.
- Never place your hand on an aggressive person.
- Be aware of the person's movements and body actions which might signal that it is time to withdraw from the situation/seek help.

### **Staff Working Alone**

If a member of staff is working outside normal Skinners' School hours at the Skinners' School or is working alone they should –

- Consider whether it is really necessary to work alone.
- Ensure that the building is secure and that no other person can enter without their knowledge.
- Notify someone of their whereabouts and agree with them a system of checking on their safety at regular intervals.
- Consider how they would summon help and who they would contact.
- Consider the use of personal alarms and mobile telephones.

### **Fight or Flight?**

If the options in a violent situation are to fight or move away, move away. Exceptions might be where there is a direct threat to a student or students, or the violence is offered by a student who may injure themselves. Although each situation will be unique and will require unique judgement, staff should consider possible reactions to such situations.

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## **Assaults on Skinners' School Staff**

Staff should bear in mind the following key points –

- Violence does not only include physical assault but also distressing or intimidating verbal aggressions. Incidents arising from racial, sexual or religious harassment are also included. Intimidating behaviour can also include malicious damage to property, rude gestures and innuendo.
- All violent incidents, including threat and abuse from whatever source (e.g. intruders, parents, other employees, pupils, etc) must be recorded and reported
- People will have differing reactions to violence, threats and abuse and differing perceptions of what constitutes such behaviour. All staff should bear in mind that what might seem trivial to one person may cause another substantial distress.
- Report any violent incident to the Headmaster as soon as possible however minor it might seem.
- Staff present at a violent incident should act to prevent further violence but must be mindful of the potential risk to themselves. If possible, try to remove the assailant from the scene or move the assaulted person to a safe place.
- The Headmaster, or other staff to whom he/she delegates responsibility, should interview the victim and any witnesses as soon as possible and obtain written statements. If the police have been involved, no investigation or interviews should be undertaken prior to their arrival.
- Requests by the employee for legal advice should be referred to the Skinners' School's legal advisors immediately.
- If an employee is injured they should obtain a medical statement about their injuries.
- Any serious assault should normally be reported to the police but the Headmaster should be mindful of the wishes of the employee.
- Counselling support is available for employees and may be appropriate following a violent incident

## **Premises Emergencies & Adverse Weather Conditions**

Premises emergencies may come under a number of areas –

- 1) Fire
- 2) Damage to buildings
- 3) Loss of power and/or heating
- 4) Loss of water and/or drainage
- 5) Computer failure
- 6) Adverse weather conditions

The aim of this plan is to minimise delay in returning to normal following any closure of the Skinners' School premises for whatever reason thus enabling the Skinners' School to continue to deliver the service it provides with as little disruption as possible.

The first response following a crisis might be to draw a quorum of the Senior Leadership Team together to decide on immediate courses of action necessary to ensure the safety of staff and students where appropriate and property including buildings and office equipment which might be salvageable. Where the crisis involves damage to property, the Skinners' School's Insurance Company must be informed immediately and certainly prior to any attempt to salvage the situation begins.

Additional duties and responsibilities may need to be undertaken by some members of staff in times of crisis in order that a return to a normal state of working may be expedited for the Skinners' School as a whole. The Skinners' School must accept that in order to continue to work as a team, it may be necessary to work in an environment that is unfamiliar and possibly inconvenient from a communications point of view as there are few sites nearby which could accommodate all staff and students. The length of time in achieving this will be determined by e.g. the extent of any damage to the building.

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It is an advantage for the purposes of this plan to have some current knowledge on the availability of other suitable accommodation or at least the details of a number of estate agents so that alternative accommodation can be quickly arranged.

#### Action Check List

1. Establish extent of damage
  - Accommodation
  - Documentation
  - Information Communication Technology
  - Staff injuries
  
2. Accommodation
  - Not ascertainable but beyond day 1
  - Likely to be less than 5 days
  - More than 5 days but not total
  - Total loss
  
3. Fireproof filing cabinets/ICT back-up
  - List of locations
  - List of contents
  - Recovery procedures

The following systems will be needed to facilitate best possible operation during any major emergency: -

- Microsoft Outlook – electronic mail
- SIMS – School Information Management System
- Generic software systems – word, excel, etc
- All personal computer information which is backed up regularly with a copy kept off site to be recovered by the IT Technician overseen by the Vice Headmaster Business and Projects

The following essential equipment to continue service delivery:

- Telephone
- Answer machine
- Facsimile machine
- Computers (Ultimately to match current inventory – see appendix 2)
- Internet access
- Printers ultimately to match inventory
- Photocopier
- Paper, envelopes, exercise books,
- Desks and chairs
- Filing cupboards

Details of suppliers are attached as appendix 3

**Fire** **IN LINE WITH SCHOOL POLICY** – Please refer to the health and Safety Policy

#### **Loss of Power and/or Heating**

The effects of loss of power to the Skinners' School will depend much on the time of year. The summer months should not provide too much of a problem but the lack of electricity/gas during the winter months could mean the Skinners' School becomes too dark and too cold for staff or students to work properly. In addition, loss of power will inevitably disrupt the ability to prepare meals.

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The Premises Manager and Vice Headmaster Business and Projects must be aware of, and have access to, the location of the main gas supply cut-off and the whereabouts of the main electrical switch box.

- It is the Headmaster's (or Vice Headmasters in his/her absence) responsibility to make the decision about whether the students need to be sent home and to ensure that parents/carers are contacted.
- If transport is required earlier than usual, contact must be made with Hams Travel on (number to be inserted) where arrangements will be made with the Contractors.
- The Premises Manager and/or the Vice Headmaster Business and Projects should make every effort to report the loss of power to the electricity board.
- If the power/gas failure continues for more than a day contact should be made with the Mechanical/Electrical Engineer on (number to be inserted here)
- Capita Help Desk telephone number (number to be inserted)

### **Loss of Water and/or Drainage**

The loss of water to Skinners' School premises can pose serious Health & Safety problems including the inability to flush toilets and wash hands for both students and staff, as well as the lack of water for any food preparation activities.

- The Premises Manager and Vice Headmaster Business and Projects All must be aware of, and have access to, the mains water cut-off tap.
- The Premises Manager should firstly try to establish the reason for lack of water or drainage, e.g. check for burst water pipes, overflowing drains.
- If a water leak is established South East Water should be contacted immediately by telephoning their 24 hour emergency line on 0845 602 1724 (emergency line) 0800 0283399 (Leak Line) Drainage: Southern Water: 0208 3014580
- The Headmaster (or Vice Headmasters in his/her absence) is responsible for making any necessary decision about vacating the Skinners' School premises and whether that action is necessary.

### **Computer Failure**

This only applies to the administrative systems in school.

- It is the responsibility of the IT Technician and Administration Manager to ensure that weekly backups are taken of the data held on the main server. These backups should be held in the fire-proof safe or in a secure location accessible only by the IT Technician and Vice Headmaster Business and Projects and taken off-site.
- It may be possible to send an e-mail by using a laptop if the main router is not down.
- Advice will be taken on replacement server and/or computer, if necessary, and make necessary arrangements made for reinstatement of data from most current available backup tape.

### **Adverse Weather Conditions**

#### **The Decision to Close**

If a decision is made to close the Skinners' School because of adverse weather, a cascade system of communication will be put into practice to ensure that staff are aware and use will be made of local radio stations and the Skinners' School's web site to communicate the closure to parents and students.

Even if a closure has been authorised by the Headmaster, unsupervised students who arrive at the Skinners' School must be accepted onto the premises and sent home only if it is known to be safe to do so. See appendix 4.

#### **The Position of Staff**

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In adverse weather conditions staff are expected to make all reasonable efforts to get to the Skinners' School, even if their arrival is delayed.

Even if the Skinners' School is wholly or partly closed to students, staff are expected to report to work if they are able to do so and undertake appropriate preparation or other duties as directed by the Headmaster.

### **In-School Measures**

Parents are advised to keep a check on local radio broadcasts during emergency conditions in case closures or changes to normal Skinners' School arrangements are made. The Skinners' School will make reasonable efforts to contact parents using for example text messaging systems where these exist

Staff should –

- check immediately at the onset of the emergency that the telephone is in working order and check it repeatedly, ensure availability of mobile telephone if necessary.
- try to keep a check on radio broadcasts.
- it is the responsibility of the Premises Manager to inspect the safety and accessibility of the Skinners' School premises at the beginning of every day. If a closure is imminent they should contact the Vice Headmaster Business and Projects, who will communicate with the Headmaster in order to establish authority to close the school.
- in the event of adverse weather conditions staff should move the students from any portacabin classrooms as they can become unsafe during excessively high winds.
- if the Skinners' School buildings become unsafe it is the Headmaster's responsibility to decide if the Skinners' School needs to be evacuated to another building.
- if excessively high winds or heavy snow occur during the day the Skinners' School may find that it has to feed and possibly accommodate students overnight. Obviously every attempt should be made to get the students home by making contact with parents.
- staff should be effectively deployed in the Skinners' School to deal with the emergency, duties would typically include –
  - Moving students to a safe area at first sign of emergency in easily contacted groups for support and reassurance. Any adult helpers should stay with the class they are with.
  - Headmaster, or Senior Leadership team to make a check of the Skinners' School to ascertain all staff and students are clear of dangerous area.
  - Cut off electricity/gas/water, if necessary, by the Premises Manager. . Check damage.
  - Keep all staff up to date on the developing situation. Re-assure the students re. brothers and sisters and provide games, videos etc, if possible.
  - When situation allows, check the affected area (only if safe to do so). Spare staff to salvage belongings.
  - When all the students have left for home hold a short staff meeting to assess the situation and plan for the next day.
  - Ensure governors are notified of details of the emergency.
  - A letter to parents should be sent home as soon as possible to give them the latest information.

### **Death of a Student or Staff Member**

- It is the responsibility of the Police to advise the parents, or next of kin of the staff member, of the tragedy.
- The Crisis Management Team (CMT) should ensure that all staff members (this must include those who may be off sick and regular supply/volunteers) and governors are made aware as quickly as possible of the situation; the Chair of Governors should ask his fellow governors to assist in this process.
- An initial press statement is to be devised.

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- All staff should be asked to respect the need for all communications with local community, parents, media etc. to only be done through the CMT.
  - The CMT should ensure that the educational psychologist is informed.
  - The CMT should make arrangements to close the Skinners' School if necessary (although as far as possible, normal practice should continue).
  - The CMT should make arrangements to write a letter home to parents as soon as possible giving as much information as is felt appropriate.

### **Tragedy During School Trip**

- Crisis Management Team (CMT) brought together.
- The Headmaster should ensure that at least one telephone line is available for use only to ensure emergency contact with the Skinners' School. A fax line or mobile can be used for this purpose.
- The leader of the trip should ensure that a senior member of the CMT is informed of the tragedy and the CMT will then make the necessary arrangements to inform the LA and other parents. Parents should only be informed once the Police have given the authority to do so.
- A member of the CMT should, if at all possible, travel to join the trip participants. It may be necessary to take other members of staff depending on the number of students on the trip to support both staff members and students.
- The leader of the trip, or nominated person, should ensure that they are able to keep telephone communication open with the senior members of the CMT at all times.
- The CMT should make arrangements to return the students from the trip as soon as possible. The Risk Assessment for the trip will contain the details of the transport used (e.g. name of coach firm).
- The Police will advise the relevant parents, or next of kin of staff member, of the tragedy. Once this has happened the police will give authority for the Skinners' School to inform others.
- The CMT should ensure that all staff members and governors are made aware as quickly as possible of the situation; the Chair of Governors should ask his/her fellow governors to assist in this process.
- All staff and governors should be asked to respect the need for all communications with local community, parents, media etc. to only be done through the CMT.
- The CMT should make arrangements to close the Skinners' School if necessary (although as far as possible, normal practice should continue) and ensure that the LA is notified.
- The CMT should make arrangements to write a letter home to parents as soon as possible giving as much information as is felt appropriate.

### **Infectious Diseases in Schools**

Cases of infectious disease may occur from time to time in schools. Their importance depends on several factors:-

- The severity of the disease
- The number of students affected
- The mode of Transmission
- The amount of fear they generate
- Whether any specific action is necessary to stop further cases (e.g. immunisation, improving food-handling practices etc.)

#### **How do we know there might be an outbreak?**

There are several ways in which the Skinners' School may come aware that they have a case of infectious disease.

- Students may be ill
- There may be a sudden increase in the number of absentees
- Parents may advise the school that their children are suffering from an infectious disease

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- Medical practitioners may contact the school

### **What should the Headmaster do?**

If a member of staff thinks there may be a case this should be brought to the attention of the Headmaster or Vice Headmasters so that appropriate action can be taken. In addition, the Skinners' School could discuss the matter with the Skinners' School nurse. It is helpful for the initial assessment of the situation if a member of staff can find out:-

- How many students are ill
- How the illness is being presented
- When did each student fall ill

If there is an outbreak (i.e. 3 or more cases of the same illness), the Skinners' School should contact the Health and Safety Team, Property and Transport Services Unit to discuss management issues e.g. Personnel, admission/exclusion, catering and cleaning.

### **Role of the Health Protection Unit (HPU)**

The HPU will, if required, assess the situation and decide what, if any, further action is necessary either to investigate the source of the outbreak or to stop further spread. The Skinners' School should make every attempt to provide information requested by the HPU or staff working on their behalf (e.g. Environmental Health staff). The Headmaster or person in charge should encourage staff, parents and students to comply with requests for specimens and to follow guidance for control or spread of disease.

### **Role of Environmental Health.**

If an outbreak of food poisoning is suspected the District Council Environmental Health Department will be asked to investigate. Environmental Health may also assist in the assessment and control of outbreaks of diarrhoea and/or vomiting not thought to be due to food poisoning (e.g. Dysentery)

### **Other Action**

For certain infectious diseases (e.g. some cases of meningitis) the HPU might deem it necessary for letters to be sent home with all students in a class or in the Skinners' School. Arrangements for this will be made through the Headmaster/person in charge.

### **Cleaning in Outbreaks**

Providing there are proper cleaning schedules in place, additional routine cleaning is not generally required in outbreaks. If the Environmental Health Department or the HPU consider there is a need for extra cleaning this will be discussed. This might particularly be the case if students or staff have had vomiting or diarrhoea on the premises.

Infectious diseases are common among children and schools often present ideal situations for disease to spread. Many diseases are so trivial that excluding a child from education cannot be justified. For some other infections, the organisms that cause disease are commonly found among apparently healthy people and this will influence the advice on whether it is appropriate to exclude children.

### **Exclusions from School**

There are some general rules about excluding from the Skinners' School:-

- Students who are not well should not be at school even if they are not infectious
- Students with diarrhoea should not be in school unless the diarrhoea is known to be due a non-infectious disease (coeliac disease). This rule also applies to staff, including catering staff. In individual cases, students must not return to school until 24 hours after their last bout of sickness or diarrhoea. Where there are 3 cases or more (outbreak) in the educational setting, those students affected must not return to school until 48 hours after their last bout of sickness or diarrhoea.
- Some students many have other illnesses which affect their immunity (e.g. Leukaemia, HIV disease). The parents of these children should be warned if there are known to be cases of

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infectious diseases in the Skinners' School, especially if students are off school with chickenpox, shingles or measles.

See also Appendix 8.

## **Coping With Crises in the Skinners' School**

### **Reactions of Students**

The effect upon the Skinners' School community of a tragedy, whether through violent, accidental or natural causes, will inevitably be severe and long lasting. The most immediately affected survivors will only be able to return to normal Skinners' School life with a considerable degree of support and understanding on the part of other members of the Skinners' School.

The reactions of students involved in a crisis will vary. Staff can help students by looking out for signs of nervousness, anxiety or depression, difficulties with concentration, memory or sleeping and anti social behaviour. Some survivors of tragedies suffer from severe feelings of guilt that they have been spared, when their friends have died.

Those most likely to be seriously affected are those whose lives were put at greatest risk, who witness injury and death and who suffer other disadvantages (unstable family relationships etc.). It is not always possible to tell whether or how much young people are suffering. Staff, parents and other students can all help by keeping a watchful eye.

The emotional, social and academic effects of a tragedy can be very long term. Minor and seemingly unconnected occurrences can trigger off emotional reactions.

It is important to encourage students to express their feelings in an environment where they feel it is safe to do so. Students should be praised for recognising problems they may be experiencing and allowed to talk about or relive the experience – perhaps through mime, dance or other art forms. This is not a sign of ghoulish obsession with death or injury but a repressive approach can lead to inherent dangers. Survivors should be encouraged to attend funerals, a formal farewell helps to come to terms with grief.

Students whose appearance has changed as a result of injuries will need to be prepared for their return to the Skinners' School and the likely reactions of fellow students. They may need home visits from teachers or the ability to attend part time for a while.

### **External Support**

Regular staff meetings will be needed to keep students under review and decide upon appropriate action, including any need for specialist referral.. Therapists and counsellors can be made available to supplement (not replace) the resources of the Skinners' School. It is important that the Skinners' School remains in control of the situation and any supportive external guidance that may be offered, staff should not allow themselves to be overwhelmed by well meaning but potentially intrusive assistance.

In a major incident involving the wider community outside the Skinners' School, special procedures will be initiated by the LA Children Services Department to co-ordinate the provision of aftercare of victims.

### **Reactions & Roles of Skinners' School Staff**

The most important role of Skinners' School staff after a tragedy is to observe and listen to students. They need to be sensitive that students respond in different ways and to beware of the danger of adding to the burden of young people through inappropriate behaviour on their part.

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The Headmaster should be aware of the difficulties that staff are likely to face and that they themselves have had to come to terms with the trauma. The Headmaster should monitor work pressures and look for any signs that staff are becoming overwhelmed with the distress of the students and themselves. Staff may need their own support group.

### **Dealing with the Media**

The experience of some schools has shown the relationship with the media is not always positive. The press can be invasive to the point of rudeness and constantly looking for “an angle”. This can sometimes take the form of attempts to attribute blame for the tragedy to parents, the Skinners’ School and other public agencies involved.

The Headmaster, Senior Leadership team and Chair of Governors should be prepared for likely questions and should be clear what they are prepared to say and what not to say to the media. The Crisis Management Team should meet to agree this before anyone talks to the media. It is never appropriate to allow the media onto the Skinners’ School premises or to give them access to staff or students.

### **Reactions of Parents**

There are obvious limits to the amount of support and assistance that Skinners’ School can offer to parents but it is important that staff should be aware of parents’ likely reactions. Evidence suggests that many are unwilling or unable to deal with the trauma faced by surviving children and they may resist their attempts to articulate their feelings and experiences; this will in itself place an additional burden upon school staff.

Parents whose children have died will find themselves cut off from many of their usual social contacts/routines and communications networks and may welcome informal contacts from Skinners’ School staff and other parents.

### **Rebuilding**

Allowing the whole community ample opportunity to try to make sense of what has happened, to express and share emotional reactions and to say farewell in an appropriate manner can all form important steps in the rebuilding process. Expressions of sympathy, visiting of the injured and attendance at funerals should not be discouraged. Special assemblies, memorial services, open days or debriefings can be therapeutic, positive events for survivors and friends, and a garden blooming at the appropriate time can be a fitting permanent memorial to those who have died.

### **Use of Schools in Civil Emergencies**

Local authorities have plans to deal with major incidents that might occur in peacetime such as an escape of chemicals from nearby factory, road tanker etc which can either affect schools or require them to be used as a Reception centre for people evacuated from a particular area. A major incident may well cause the involvement of County Council property and employees.

### **War**

Local authorities have contingency plans for use in the event of war. These plans, which in general are an extension of peacetime arrangements for responding to major incidents, will be issued if the current low level threat of hostile attack should significantly increase. In the event of war most schools would be available to be used as emergency feeding centres and rest centres.

Participation in activities relating to war defence planning is voluntary.

### **First Priority – The Students**

Even where the Skinners’ School has planned in fine detail their reaction to any emergency, circumstances may arise that cannot be anticipated. In facing such emergencies the main

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consideration must be the safety of students. This may involve a good deal of additional work on the part of staff, which is greatly appreciated by all. The following points should ensure students' safety and should always be observed –

- If there is any doubt that pupils can return home safely in prevailing conditions, regardless of age, every attempt should be made to either convey them home or secure alternative arrangements for them. Alternative arrangements must only be made following parental/carer permission.
- If the parents or guardians of younger students are not at home to receive them, they should not be released.
- Any unsupervised students arriving at the Skinners' School should be accepted onto the premises and sent home only if it is known that they can return safely to a parent or guardian.
- If a course of action includes any greater element of risk of injury to a student, it should not be taken.

## **Crisis Management Team Contact & Duties**

Name & Contact Address and telephone numbers including mobile	Designation	Role	Responsibilities
Name: Simon Everson Address	Headmaster	Crisis Manager	Direction and coordination, as necessary; liaison with the emergency services, the LA, media, staff, parents; allocation of roles to others depending on level of crisis.
Name: Aaron Lennon Address	Deputy Headmaster	Media Liaison Coordinator	To inform Local Authority; briefed on facts and how the Skinners' School is responding; keep Local Authority, students, parents and staff and community informed.
Name: Craig Fleming Address	Head of Sixth Form	Pastoral Care Coordinator	Pastoral care for students and staff; operational issues as directed; parent/visitor liaison; liaise with Psychological Service, Education Welfare Officer, Social Services and other professional agencies
Name: Paul Johnston Address	Bursar	Administrative coordinator	Manage incoming calls, gather and disseminate information; identify "safe" areas in school for parents/pupils; liaise with contractors, utilities and repairs/accommodation issues, transport communications, catering arrangements; incident record keeping; collation of message sheets; chasing outstanding "actions", maintenance of master record log.

All calls to the Media should only be undertaken by the Headmaster or Chair of Governors.



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## **Governors Contact List**

Name & Home Address	Duty	Home tel. no	Work tel. no	Mobile tel. no

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## **LA Officials and Others Contact List**

<b>Name &amp; Contact Address</b>	<b>Duty</b>	<b>Out of hours contact</b>	<b>Work tel. no</b>	<b>Mobile tel. no</b>
	Health & Safety Manager			
	Catering			
	School Buildings			
	Education Psychologist			
	Communications			
	Insurance			
	Transport			
	Education - SIO			

**The above numbers were correct at date of publication of this document**

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## **Local Schools & Accommodation Contact List**

Name & Contact Address	Contact	Contact tel. no	Mobile tel. no

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## **Students & Parents Contact List**

See Attached



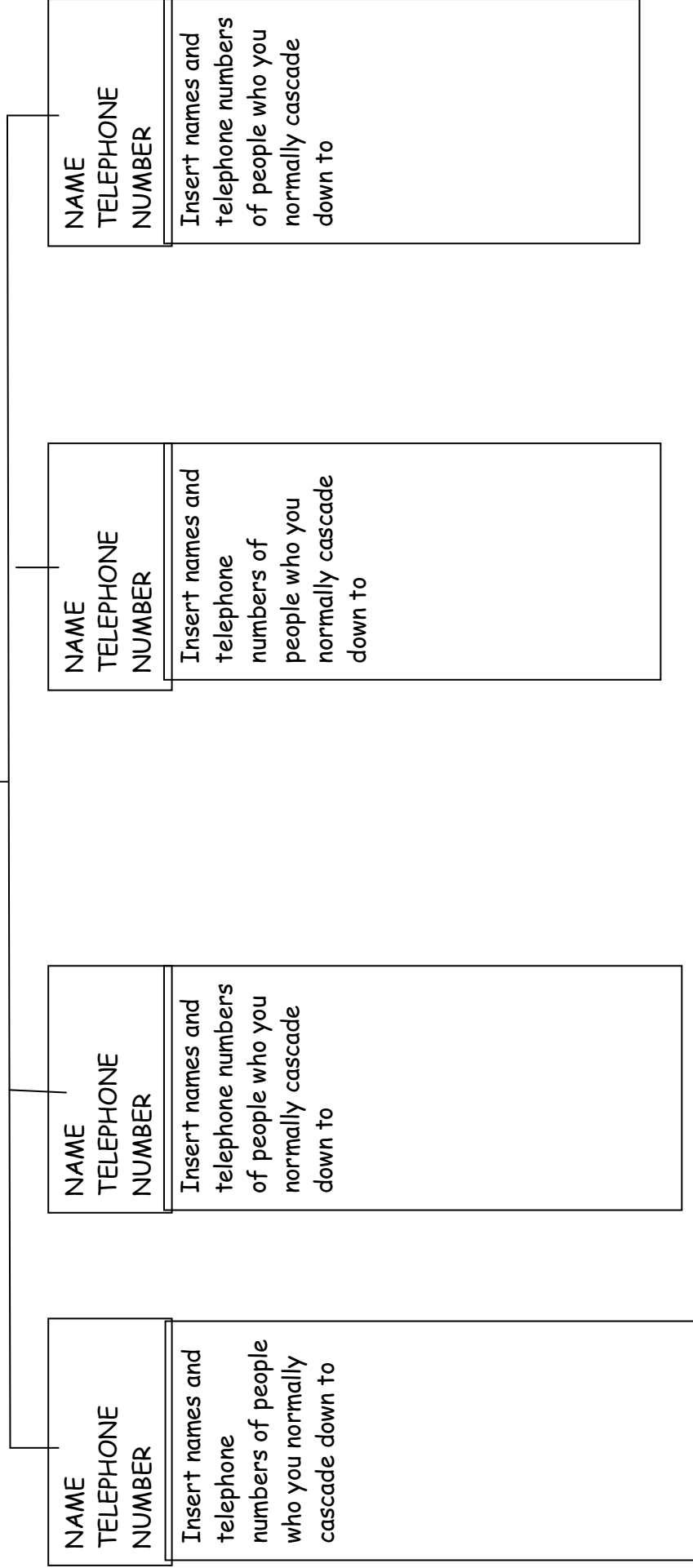


# Appendix 4 - Emergency Contacts List

The Skinnners' School

Headmaster: Simon Everson

TELEPHONE NUMBER



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## **Appendix 5 - Out of Hours Emergency Closures**

(i.e. where it is not possible to give 24 Hours notice)

### 1. General

It will generally be up to the Headmaster, taking into account local conditions and factors, to determine whether or not the Skinners' School needs to close. Examples of such emergencies might include no heating, no water, no electricity, etc. and you should ascertain from the agencies involved e.g. Capita, United Utilities, Powergen etc. the duration of the fault prior to the decision to close being made. In coming to a decision to close, the health and safety of the students and staff is paramount. If you decide you MUST close you should notify as soon as possible:

- a) Parents, by whatever means are appropriate in your situation. The local radio stations are always willing to assist in this.

As a security check you may be asked to quote the Skinners' School DCSF Number.

- b) Skinners' School Catering Manager
- c) Local Transport Operator(s)
- d) Chair of Governors.

### 2. Inclement Weather

If a decision is made to close the Skinners' School because of adverse weather, a cascade system of communication will be put into practice to ensure that staff are aware and use will be made of local radio stations and the Skinners' School's web site to communicate the closure to parents and students.

Even if a closure has been authorised by the Headmaster, unsupervised students who arrive at Skinners' School must be accepted onto the premises and sent home only if it is known to be safe to do so.

Where staff cannot safely make their way to their normal workplace, they should make contact with their nearest school to find out if their assistance is needed there. Remember that school may also be having staff access problems.

There may also be occasions when, because of the nature of the emergency, you require help from the LA in terms of evacuation of premises, assistance from additional transport operators, catering requirements or medical help. There is a system in place which involves the co-ordination of various organisations to ensure that help for schools is as far as possible, always available. The Network of organisations includes Children's Services, Emergency Planning, Police, Fire and Rescue Services, Medical Services, etc. If required, press and media calls can also be dealt with centrally.

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**Appendix 6 - Action Plan**

**CRISIS MANAGEMENT PLAN  
ACTION PLAN**

## **PURPOSE**

The purpose of this development plan is to assist the Skinners' School to:

- identify critical incidents;
- plan to ensure incidents are dealt with using correct procedures;
- aid staff to cope in an emergency situation.

## **PLANNING PURPOSE**

The plan has been produced using the "legal Toolkit for schools (DfES)"  
As a guideline

## **OBJECTIVES**

Our specific objectives are to:

- ensure staff are aware of what a critical incident is;
- ensure all involved are aware of their and others responsibilities in an emergency situation;
- provide necessary resources to enable staff to carry out those responsibilities;
- information is easily accessible and presented in a clear and concise manner;
- work in partnership with students, parents, services and agencies to improve the Health & Safety of all stakeholders;

## **Management**

**Aim: To ensure the effective implementation of the Skinners' School crisis kit**

<b>GOALS</b>	<b>ACTION TASKS</b>	<b>PERSON RESPONSIBLE</b>	<b>SUCCESS CRITERIA</b>	<b>RESOURCES / SUPPORT</b>	<b>TIMESCALE</b>	<b>COMPLETED</b>
SLT members are confident and	Discuss areas of responsibility and	Headmaster or nominated Senior	The SLT have a clear structure	Meetings to discuss various		

clear about their roles with regard to the crisis management plan	clarify roles and responsibility	Leader			H&S issues to include critical incidents		
Review Skinnners' School improvement plan	Review/evaluate improvement plan	Headmaster Governors	Include a crisis management section in the improvement plan				
Governing Body are aware of their role in the crisis management plan	Ensure relevant documents are taken to full Governing Body meeting and that individual roles are agreed and understood	Headmaster or nominated Senior Leader	Governors take ownership of their roles and are available to assist and implement the management plan in the event of a crisis		Governing Body time and commitment		
Provide evidence for use in the event of insurance claim	Develop inventory to include photographs to provide evidence		Completed inventory includes photographic evidence				

**Policy Practice**

**Aim: To instruct and ensure staff are able to fulfil their duties in the Crisis Management Team**

<b>GOALS</b>	<b>ACTION</b>	<b>PERSON RESPONSIBLE</b>	<b>SUCCESS CRITERIA</b>	<b>RESOURCES / SUPPORT</b>	<b>TIMESCALE</b>	<b>COMPLETED</b>
To ensure that staff are able to carry out duties if a critical incident should occur.	Ensure additional telephone lines are available	Headmaster	Additional lines being available	Mobile phones to be used in case of emergency	As required	
To ensure the building/students/staff are secure from community/media should an incident occur	Examine current security to ensure doors are locked	SLT		SLT to meet		

## Appendix 7 - Guidance on Infection Control in Schools and Nurseries

<b>RASHES AND SKIN</b>	<b>Recommended period to be kept away from school (once child is well)</b>	<b>COMMENTS</b>
<b>Athletes Foot</b>	None	
<b>Chickenpox</b>	For 5 days from onset of rash	It is not necessary to wait until spots have healed or crusted. <i>(NB: see Female Staff in Schools, see Vulnerable Children)</i>
<b>Cold Sores (Herpes simplex virus)</b>	None	Many healthy children and adults excrete this virus at some time without having a 'sore'
<b>German Measles (Rubella)</b>	5 days from onset of rash	The child is most infectious before the diagnosis is made and most children should be immune due to immunisation so that exclusion after the rash appears will prevent very few cases. <i>(NB: see Female Staff in Schools)</i>
<b>Hand, Foot &amp; Mouth Disease</b>	None	Usually a mild disease not justifying time off school
<b>Impetigo</b>	Until lesions are crusted or healed	Antibiotic treatment by mouth may speed healing. If lesions can be reliably kept covered exclusion may be shortened
<b>Measles</b>	5 days from onset of rash	Measles is now rare in the UK. <i>(NB: see Vulnerable Children)</i>
<b>Molluscum Contagiosum</b>	None	A mild condition
<b>Ringworm (Tinea)</b>	None	Proper treatment by the GP is important. Scalp ringworm needs treatment with an antifungal by mouth
<b>Roseola</b>	None	A mild illness, usually caught from well persons
<b>Scabies</b>	Until treated	Outbreaks have occasionally occurred in schools and nurseries. Child can return as soon as properly treated. This should include all persons in the household
<b>Scarlet Fever</b>	5 days from commencing antibiotics	Treatment recommended for the affected child
<b>Slapped Cheek/Fifth Disease (Parvovirus)</b>	None	<i>(NB: see Female Staff in Schools)</i> . Exclusion is ineffective as nearly all transmission takes place before the child becomes unwell
<b>Warts and verrucae</b>	None	Affected children may go swimming but verrucae should be covered.
<b>DIARRHOEA AND VOMITING ILLNESS</b>	<b>Recommended period to be kept away from school (once child is well)</b>	<b>COMMENTS</b>
<b>Diarrhoea and/or vomiting (with or without a specified diagnosis)</b>	In a single/2 cases, until diarrhoea and vomiting has settled (neither for the previous 24 hours) In cases where 3 or more children/staff are involved, until diarrhoea and/or vomiting has settled (neither for the previous 48 hours)	Usually there will be no specific diagnosis and for most conditions there is no specific treatment. A longer period of exclusion may be appropriate for children under age 5 and older children unable to maintain good personal hygiene.
<b>E.coli and Haemolytic Uraemic Syndrome</b>	Depends on the type of E.coli	Seek further advice from the Consultant in Communicable Disease Control (CCDC)
<b>Giardiasis</b>	Until diarrhoea has settled (neither for the previous 24 hours)	There is a specific antibiotic treatment
<b>Salmonella</b>	Until diarrhoea and vomiting has settled (neither for the previous 24 hours)	If the child is under age 5 or has difficulty in personal hygiene, seek advice from the CCDC
<b>Shigella (Bacillary Dysentery)</b>	Until diarrhoea has settled (neither for the previous 24 hours)	If the child is under age 5 or has difficulty in personal hygiene, seek advice from the CCDC

*(See also Hands – Washing and Good Hygiene Procedures)*

<b>RESPIRATORY</b>	<b>Recommended period to be kept away from school (once child is well)</b>	<b>COMMENTS</b>
'Flu' (influenza)	None	Flu is most infectious just before and at the onset of symptoms
Tuberculosis	CCDC will advise on action	Generally requires quite prolonged, close contact for spread. Not usually spread from children
Whooping cough (Pertussis)	5 days from commencing antibiotic treatment	Treatment (usually with erythromycin) is recommended though non-infectious coughing may still continue for many weeks

<b>OTHERS</b>	<b>Recommended period to be kept away from school (once child is well)</b>	<b>COMMENTS</b>
Conjunctivitis	None	If an outbreak occurs consult Consultant In Communicable Disease Control
Glandular Fever (Infectious Mononucleosis)	None	
Head Lice (Nits)	None	Treatment is recommended only in cases where live lice have definitely been seen ( <i>see Further Information</i> )
Hepatitis A	See comments	There is no justification for exclusion of well older children with good hygiene who will have been much more infectious prior to the diagnosis. Exclusion is justified for 5 days from the onset of jaundice or stools going pale for the under fives or where hygiene is poor.
Meningococcal Meningitis/Septicaemia	The CCDC will give specific advice on any action needed	There is no reason to exclude from schools siblings and other close contacts of a case
Meningitis not due to Meningococcal infection	None	Once the child is well infection risk is minimal
Mumps	5 days from onset of swollen glands	The child is most infectious before the diagnosis is made and most children should be immune due to immunisation
Threadworms	None	Transmission is uncommon in schools but treatment is recommended for the child and the family
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need an antibiotic. For one cause, streptococcal infection, antibiotic treatment is recommended

<b>HIV/AIDS</b>	HIV is not infectious through casual contact. There have been no recorded cases of spread within a school or nursery. ( <i>See Cleaning Up Body Fluid Spills</i> )
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<b>HEPATITIS B AND C</b>	Although more infectious than HIV, hepatitis B and C have only rarely spread within a school setting. Universal precautions will minimise any possible danger of spread of both hepatitis B and C. ( <i>See Cleaning Up Body Fluid Spills</i> )
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## **IMMUNISATIONS**

By the age of 2 all children should have received 3 doses of diphtheria/tetanus/whooping cough/Hib and polio immunisations and at least one dose of measles, mumps, rubella (MMR) immunisation. By age 5 all children should, in addition, have had a booster of diphtheria, tetanus and polio, and a second dose of MMR.

## **HANDS – WASHING AND GOOD HYGIENE PROCEDURES**

- Effective hand washing is an important method of controlling the spread of infections, especially those that cause diarrhoea and vomiting.
- Always wash hands after using the toilet and before eating or handling food using warm, running water and a mild, preferably liquid soap. Toilets must be kept clean.
- Rub hands together vigorously until a soapy lather appears and continue for at least 15 seconds ensuring all surfaces of the hands are covered.
- Rinse hands under warm running water and dry hands with a hand dryer or clean towel (preferably paper).
- Discard disposable towels in a bin. Bins with foot-pedal operated lids are preferable.

- Encourage use of handkerchiefs when coughing and sneezing.
- If a food handler has diarrhoea or vomiting the CCDC's advice should be sought urgently.

### **CLEANING UP BODY FLUID SPILLS – UNIVERSAL PRECAUTIONS**

- Spills of body fluids: Blood, faeces, nasal and eye discharges, saliva and vomit must be cleaned up immediately.
- Wear disposable gloves. Be careful not to get any of the fluid you are cleaning up in your eyes, nose, mouth or any open sores you may have.
- Clean and disinfect any surfaces on which body fluids have been spilled. An effective disinfection solution is household bleach solution diluted 1 in 10 but it must be used carefully.
- Discard fluid-contaminated material in a plastic bag along with the disposable gloves. The bag must be securely sealed and disposed of according to local guidance.
- Mops used to clean up body fluids should be cleaned in a cleaning equipment sink (not a kitchen sink), rinsed with a disinfecting solution and dried.
- Ensure contaminated clothing is hot laundered (minimum 60°C).

### **VULNERABLE CHILDREN**

Some children will have medical conditions that make them especially vulnerable to infections that would rarely be serious in most children.

- Such children include those being treated for leukaemia or other cancers, children on high doses of steroids by mouth and children with conditions that seriously reduce immunity. Usually schools or nurseries are made aware of such children through their parents or the carers or the School Health Service.
- These children are especially vulnerable to chicken pox or measles. If a vulnerable child is exposed to either of these parents/carers should be informed promptly so that they can seek further medical advice as necessary.

### **FEMALE STAFF IN SCHOOLS - PREGNANCY**

Some infections if caught by a pregnant woman can pose a danger to her unborn baby.

- Chicken pox: this can affect the pregnancy of a woman who has not previously had the disease. If a pregnant woman is exposed early in pregnancy (the first 20 weeks) or very late in pregnancy (the last 3 weeks before birth) she should promptly inform her GP and whoever is giving her ante-natal care who can do a blood test to check she is immune.
- German measles (Rubella): if a woman who is not immune to rubella is exposed to this infection in early pregnancy her baby can be affected. Female staff should be able to show evidence of immunity to rubella or, if that is not available, have a blood test and, if appropriate, immunisation. If a woman who may be pregnant comes into contact with rubella she should inform her GP promptly.
- Slapped cheek disease (Parvovirus): occasionally, Parvovirus can affect an unborn child. If a woman is exposed early in pregnancy (before 20 weeks) she should promptly inform whoever is giving her antenatal care.

### **ANIMALS IN SCHOOLS (PERMANENTLY OR VISITING)**

Animals may carry infections, especially gastroenteritis, and guidelines for protecting the health and safety of the children should be followed.

- Animal living quarters should be kept clean. All waste should be disposed of regularly. Litter boxes should not be accessible to children.
- Young children should not play with animals unsupervised and children must wash their hands after handling animals, cleaning cages etc.
- Particular care should be taken with reptiles as all species can carry salmonella.

### **PRECAUTIONS FOR SCHOOL FARM VISITS**

- Check that the farm is well managed and that the grounds and public areas are as clean as possible. Note that manure, slurry and sick animals present a particular risk of infection and animals must be prohibited from any outdoor picnic areas.
  - Check that the farm has washing facilities adequate and accessible for the age of the children visiting with running water, soap (preferably liquid) and disposable towels or hot air dryers. Any drinking water taps should be appropriately designated in a suitable area.
  - Explain to pupils that they cannot be allowed to eat or drink anything, including crisps, sweets, chewing gum etc. while touring the farm, or put their fingers in the mouth, because of the risk of infection.
  - If children are in contact with, or feeding farm animals, warn them not place their faces against the animals or taste the animal feed.
-

- Ensure all pupils wash and dry their hands thoroughly after contact with animals and particularly before eating and drinking.
- Meal-breaks or snacks should be taken well away from areas where animals are kept, and pupils warned not to eat anything that may have fallen to the ground.
- Any crops produced on the farm should be thoroughly washed in drinking water before consumption.
- Ensure pupils do not consume unpasteurised produce, for example milk or cheese.
- Ensure all children wash their hands thoroughly before departure and ensure that footwear is as free as possible from faecal material.

### **OUTBREAKS OF INFECTION**

If a school or nursery suspects that some of its children are part of an outbreak of infection (an unusual number of cases of an infectious disease) they should inform the Consultant in Communicable Disease Control (CCDC),

### **FURTHER INFORMATION**

Background information supporting the advice in this guidance and a list of other sources of information, can be found on the Health Protection Agency website: [www.hpa.org.uk/infections/default.htm](http://www.hpa.org.uk/infections/default.htm). Schools can also obtain further information through the 'Wired for Health' website: [www.wiredforhealth.gov.uk](http://www.wiredforhealth.gov.uk) accessed via the National Grid for Learning (NGfL).

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## **Appendix 8 - Emergency Closure Information for Parents**

### **The Skinners' School**

The Skinners' School may be closed for children at short notice due to a number of circumstances, for example:

- Problems with heating or electricity
- Problems due to water leaks
- Problems due to inclement weather

#### **CLOSURE BEFORE SCHOOL STARTS**

A decision to close the school will generally be made by 7.30am. and the cascade system will be put into operation. It is important that as few people as possible are phoning school between 7:30am and 8:00am so that staff and bus companies are able to provide vital information. Please listen to local radio and check the Skinners' School's web site.

#### **PROBLEMS WITH THE BUSES**

There are occasions where sufficient staff are able to get to school but the buses are either not running or running a reduced service. As soon as information is received from the bus companies, this will be passed on as effectively as possible. On these occasions, parents must make their own decision as to whether it is safe to bring their child to school. If you bring them you must also collect them at the end of the day.

#### **CLOSURE DURING THE SCHOOL DAY**

For safety reasons we are unable to send children home during the school day until we have made sure that someone is available to meet them. In practice this would mean having to telephone every emergency contact and as this will take some time, we will only close if the situation is very severe. Parents who are concerned about local conditions are welcome to collect their children from school.

If we cannot contact you, the children will remain in school until they are collected. It is important that parents do not keep telephoning the Skinners' School as this prevents us from making arrangements to send the children home.

September 2009

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