

## Pandemic Policy

The primary concern of the School during a pandemic would be to minimise the risk to all members of the community whilst ensuring the continuation of normal education for as long as practically possible.

### Procedure

If there is the threat of a pandemic, then the Headmaster will coordinate the School's response in conjunction with the Bursar, Deputy Head, Director of Studies and the College's School's Medical Officer. The School's response will be graduated according to what may be a quickly changing situation.

General guidance on a flu pandemic is at Annex A. Throughout the event of a pandemic, the aim of the School is to operate as normally as possible within the following parameters:

1.	Pupils and staff deemed to be at high risk due to pre-existing conditions will be advised to stay at home for all or part of any pandemic;
2.	Pupils and staff who continue to attend school will observe increased infection control measures, such as those at Annex B. Other measures include increased cleaning (particularly of hard surfaces frequently touched by hand) and additional disposal for used tissues;
3.	The School does not have the facilities to treat significant numbers of influenza cases. Therefore: <ul style="list-style-type: none"><li>• Day pupils and non-resident staff who develop flu like symptoms whilst at home should remain at home;</li><li>• Non resident staff who begin to display flu like symptoms at School should return home immediately;</li><li>• Pupils who become ill whilst at School should be referred to the Medical Centre where they will be placed in isolation. Day pupils will be collected at the first opportunity by their parent(s) or guardian. Boarders will remain in the Medical Centre or Porritt Hall and Lugard if the pandemic spreads.</li></ul>
4.	In the event that Houseparents should become incapacitated, reliance will be placed on Deputies and house tutors to provide cover, if necessary remaining in the House overnight. Former Houseparents may also be called upon to assist;
5.	The continued running of the Medical Centre will be a fundamental requirement for the School to remain open. If necessary: <ul style="list-style-type: none"><li>• House matrons may be called upon to assist;</li><li>• use will also be made of agency staff;</li><li>• other Houses such as Porritt Hall and Lugard may be utilised as an extension of the Medical Centre;</li></ul>
6.	In the event of cases internal to the School community, the School will follow the prevailing government guidance in respect of fixtures and school trips.
7.	The Deputy Head will manage academic staff absences on a daily basis making best use of available staff; the Bursar will manage support staff absences in the same way;
8.	Should disruption to international air travel become likely, pupils living

	overseas may be considered for return on a case-by-case basis depending on the wishes of their parents / guardian
9.	<p>Should the School close to pupils:</p> <ul style="list-style-type: none"> <li>• the Director of Studies and Heads of Departments will consider what arrangements can be made to continue educating pupils by the use of e-mails, remote tutorials / work-setting. Within this, priority will be given to pupils approaching external examinations;</li> <li>• the prevailing government advice will apply to candidates sitting external examinations;</li> <li>• regular updates will be made available through our website, parent mail and where necessary by telephone call;</li> <li>• in line with workers in other sectors, staff will continue to come into School unless ill or caring for dependants;</li> </ul>
10.	<p>The decision to close the School to pupils will be made by the Council. However, this decision may be delegated to the Headmaster if there is a need to respond quickly. The decision to close will be guided by:</p> <ul style="list-style-type: none"> <li>• advice by Central Government, through the local authority;</li> <li>• advice from the School's Medical Officer;</li> <li>• local conditions, e.g. a general shortage of food or insufficient staff presence to ensure that proper catering, supervision of pupils or first-aid and medical care for pupils can take place, may dictate that a closure has become necessary.</li> </ul>

**Date of policy: September 2009**

**Revision of policy: September 2011**