

## **Covid 19 Emergency arrangements and guidance for schools**

### **Unexpected school closure: to be activated from 20 April 2020**

This guidance is intended to support schools that, for whatever reason, may need to close their provision at very short notice due to health and safety concerns. It must be stressed that these are emergency arrangements only.

The guidance is intended to ensure that children of key workers, who require provision, and vulnerable children where appropriate, have access to an alternative school close to their home.

#### **In order to prevent school closure at short notice**

##### **1. Site management and cleaning**

Schools should ensure that more than one person is able to unlock and lock the school premises and to activate and de-activate alarms.

If schools have significant concerns relating to site cleanliness or other site management issues, they should contact their Facilities Management provider. FM providers, as part of their Business Continuity Plans, may well have plans to recruit more staff.

##### **2. Staff shortages**

Schools should consider contacting Schools HR to see what support might be available from the Volunteer Database.

#### **If closure is unavoidable the following procedures should take place**

##### **3. Alternative provision for pupils – partner school(s)**

Headteachers should contact their LA nominated partner schools (see appended list) to discuss whether they are able to take their pupils at short notice. Partner schools are identified based on geographical distance. Headteachers should already have discussed how they will work together and what arrangements are expected on transferring information on vulnerable pupils. GDPR regulations do not apply but all correspondence must be treated in strictest confidence. (See transfer of key information below)

The headteacher may decide, that for some individual pupils, transfer to another setting is not appropriate. Contact with the parent/carer, social worker and ESCAN should be made in these circumstances.

The school that accepts children from a closed school is expected to provide meals. In most cases, this will be a small number and the receiving school should keep records of these costs along with any other additional costs of FSM provision. The closing school should provide information on the number of meals likely to be required on site.

The closing school must continue to make arrangements for non-attending pupils eligible for FSM to ensure that they receive vouchers or food parcels. Where this is not possible, the headteacher should contact the LA.

##### **4. Alternative arrangements for staff**

It is expected that at least one member of staff from the closing school would transfer to the provider school to support transition and continuity. The number of staff transferring should be proportionate to the number and needs of pupils. Where a larger group of staff transfer across, this may enable a reduction in staff rotas. The closing school should consult with

staff on who is best placed to transfer with pupils. Headteachers may prefer to keep provision for children separate within the same building.

It is only as a last resort, and as a result of health and safety issues, that the receiving school should have to increase their staffing to cover for additional pupils from other schools.

#### 5. Informing parents/carers

All parents/carers will need to be informed about the alternative provision arrangements and be provided with appropriate contact details by 12.00 noon or as soon as possible on the day before expected closure. Parents/carers should also be asked for consent for the transfer of essential information.

#### 6. Transfer of key information

It will be necessary to transfer a limited range of key information and this should be securely emailed to an agreed address to ensure the receiving school has the following information before a child starts. It would be useful for the school to devise a template using the following headings:

UPN

D.o.b

Year Group

Parental contact details

Persons who are authorised to drop off and collect pupil

Emergency contact details

Details of any medication and allergies and any medical planning

FSM

If a child is on a statutory plan, (i.e. Looked After, CP, CIN or EHCP) the closing school should ideally obtain verbal consent (see 5) from the parent or carer to share the relevant information with the receiving school. **However, given the current emergency this information should be shared in any event given the overriding duty to keep children safe.**

Partner schools should also agree appropriate “going home” routines that safeguard children at the point of pick up.