



Great and Little Shelford C E (A) Primary School,
Church Street, Great Shelford, Cambridge, CB22 5EL
From Knowledge Wisdom Flows

Tel: 01223 843107
Fax: 01223 841441
office@shelford.cambs.sch.uk
www.shelfordschool.org.uk

We live and work in harmony with love for one another so we can achieve our potential within a community of life-long learners.

Headteacher: Mr. Chris Grey PGCE, MEd

Critical Incident Plan: COVID-19 w/c 16/3/20

Reviewed 15/3/20

Preventative Measures:

Hygiene:

- Handwashing:
 - Minimum Frequency:
 - On arrival at school
 - After break and sports
 - Before eating
 - Before lunch
 - Before leaving school
 - Technique:
 - As per revised posters (*right*) – to be put up on Monday 16th March
 - Technique to be revisited on Tuesday 17th March by Dr. Dias with pupils at 1:00pm worship
 - Visitors and volunteers to wash hands upon arrival and before leaving.
- Cleaning schedule:
 - Continued prioritisation of tables, surfaces and door handles in all areas of the school – potential reduction of frequency of hoovering carpeted areas that pupils do not sit on to allow for this (soft-surfaces lower risk)



Number of people gathering at once:

- Cancellation of events:
 - **16/3 - High 5s Netball – Cancelled.**
 - **20/3 – Y5 Class Briefing – to be postponed**
- Investigate staggering lunchtimes with LTS
- Liaise with clubs about distancing and handwashing expectations.
- Reduce number of Collective Worship Sessions:
 - Monday 16th and Tuesday 17th to go ahead, consider cancelling 18th, 19th, 20th
 - Celebrations – CG could visit each class to share awards and news on 20/3.



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Reactive Measures:

Hypothetical Scenarios:

Confirmed cases:

- Confirmed case of a pupil at the school:
 - Contact LA / PHE to seek advice;
 - Potential closure of the school for deep cleaning.
- Confirmed case of staff member at the school:
 - Contact LA / PHE to seek advice;
 - Potential closure of the school for deep cleaning.
- Confirmed case of person in contact with the school (e.g. family member, professional):
 - Contact LA / PHE to seek advice;
 - Potential closure of the school for deep cleaning.
- Confirmed case in the wider community around the school:
 - All members of the community to continue to follow the current advice: as of 15/3/20, people should self-isolate if they have:
 - A temperature of 37.8° or above;
 - A new, continuous cough.
 - Continued communication with families to remind of the current advice from DfE / PHE.

Isolation Initiated:

- Isolation of pupils / families:
 - Liaise with families and support with learning tasks as appropriate;
 - Ensure contact takes place daily with the family;
 - Ensure symptoms are clear before returning;
 - Monitor upon return for signs of symptoms and isolate / send home;
 - Clean areas this person is likely to have been in contact with.
- Isolation of staff member:
 - Regular liaison
 - Cover roles (diagram below)
 - Clean areas this person is likely to have been in contact with.
 - Review if number of staff members absent becomes challenging.



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School Closure Plan:

Communication regarding closure will be by direct email, class list and a notice on the school's website.

Should the school be required to close due to deep-cleaning, advice from PHE or the government, the following are / will be in place:

- Regular staff liaison by email / Teams / other communication to ensure wellbeing is maintained;
- Pupil tasks and work communicated by class pages on website and this might signpost 'to-dos' on Purple Mash;
- CG has requested class email accounts to be set up by the ICT Service to allow parents a means of contact.
- Office has requested the ICT Service to grant Headteace access to office@shelford.
- Regular whole-school updates to parents – e.g. Newsletter and other updates.
- Consider how collective worship could become virtual – e.g. a PowerPoint / links to video clips of key messages to keep the school's vision alive.
- Consider whole-school competitions during the closure – e.g. extreme reading closure challenge photos, Science around home competition etc.



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