



# ST. BEDE'S COLLEGE

## PANDEMIC RESPONSE GUIDANCE

St. Bede's College is a Catholic Independent Co-educational 3 – 18 Grammar School, founded in 1876 by Cardinal Vaughan, which endeavours to transmit the message of the Gospel rooted in the teachings of Jesus Christ.

St. Bede's College welcomes Catholic and non-Catholic pupils. Every pupil should experience educational excellence and exhibit values through the unique contribution each member makes to the rich diversity of the College community.

St. Bede's dedication to the pursuit of learning and his search for knowledge of the Lord is an inspiration to us all.

### **Introduction**

In addition to the College's Crisis Management Guidance, the College recognises the need to have a separate and specific pandemic response procedure and recovery plan.

The reason for this is that a general continuity recovery plan focuses upon a short-term recovery programme whereas, for example, in circumstances where a public health emergency is confirmed such as the Coronavirus (COVID-19), the effects of the pandemic could last for many months.

The following procedure sets out the contingency measures that the College will bring into effect in the event of a pandemic.

The procedure aims to ensure that the College will be able to remain operational, to the best of its abilities in such an event whilst protecting, as far as is reasonably possible, the children in our care and our employees and other stakeholders.

### **Procedure**

Departmental managers are responsible for ensuring that employees understand the College's pandemic recovery procedure and plan. Employees are responsible for familiarising themselves with the procedure and plan and should speak with their line manager should they have any questions.

The College will identify a Pandemic Crisis Management Team. The team will consist of employee representatives from throughout the College and will include members of both the Senior and Middle leadership.

Members of the Pandemic Crisis Management Team will be trained in how to respond to a pandemic. In the event of a pandemic, members of the team will be expected to exercise leadership and make operational and business decisions in

the absence of senior and operational managers.

As a contingency measure, employees will be trained in various functions to ensure that adequate cover is provided in different roles.



A pandemic communications strategy will be developed to ensure that employees are provided with up-to-date and accurate information on the status of the pandemic. Information will be provided to employees via College email and, where possible, through team meetings.

As well as other important information, employees will be briefed upon the symptoms of the virus and who to contact should he / she believe that they have the virus or that a pupil or a colleague has the virus. Employees and students will also be provided with instructions regarding personal hygiene to avoid the spread of the virus.

The College's leave and absence policies will be reviewed as the status of the pandemic changes. This includes the College's policies on sickness absence, time-off for dependants and bereavement leave.

Employees, pupils and their families may be required to observe several measures put in place by the College to keep the risk of infection to an absolute minimum. Whilst advice will be published at the time in question to ensure that it is specific to the pandemic, it is likely that rules will include:

- Social distancing such as maintaining at least a one metre distance, avoiding unnecessary travel and the cancellation of face-to-face meetings.
- Increased levels of hygiene management including keeping hands clean and coughing and sneezing into tissues which are immediately disposed of.
- A requirement for employees to adhere to Government guidance on the management of symptoms and self-isolation where recommended.

The above guidance will be continuously reviewed and updated to take account of the changing status of a pandemic.

### **Roles and responsibilities**

- LD / HM – whole College
- SP – Pastoral infrastructure for pupils and staff
- TD - Academic Infrastructure for pupils and staff
- CH – Prep School
- LQM - Finance, Facilities & Operational support
- SF – Marketing / website
- RP – IT / Network

Communication "front line" chain of command during a period of closure – parents will contact Form Tutors in the first instance, Subject Leaders will be supported by the Heads of Faculty, the Heads of Faculty will be supported by the Academic Deputy Head and the Academic Office. The Academic Deputy Head will be supported by the SLT and the Headmaster is in overall command of the entire College and its actions.

<b>Who</b>	<b>Area of Responsibility</b>	<b>What</b>	<b>When</b>
Headmaster (Mr Louis d'Arcy)	Entire College.	Sending all communications to staff, parents and other stakeholders.  Issuing directions to staff regarding processes and protocols.	Weekly & as and when information / guidance changes.  As and when appropriate.
Senior Deputy Head (Mrs Sandra Pike)	Pastoral infrastructure for pupils and staff.	Ensuring symptoms of social isolation, including but not limited to anxiety or depression and cyber-bullying, are monitored and acted upon in line with the College's Child Protection (Safeguarding) Policy.	As and when appropriate.
Academic Deputy Head (Mrs Tanya Davie)	Academic infrastructure for pupils and staff, including bespoke CFA support.	Distribution of teaching and learning materials via remote delivery models.	As and when appropriate.
Head of Prep (Mrs Claire Hunt)	Prep School	Distribution of teaching and learning materials via remote delivery models.  Ensuring symptoms of social isolation, including but not limited to anxiety or depression and cyber-bullying, are monitored and acted upon in line with the College's Child Protection (Safeguarding) Policy.	As and when appropriate.
Bursar (Mrs Lyn Quinn-Matthews)	Finance, Facilities and Operational support.	Ensure that the essential financial, site and other operational systems and	On a daily basis.



		processes take place as best as is practically possible. Stand down internal and external systems and provision as appropriate (e.g. catering and school buses).	
Director of Marketing (Mr Steve Fallon)	Marketing / Website / Social Media / other communication channels.	Regular communication with parents is essential and the College website will need to be (and can be) updated frequently onsite or offsite. Social media and other College communication channels (e.g. InTouch and text messages) will also be utilised.	As and when appropriate.
IT / Network Manager (Mr Rob Prince)	IT infrastructure for pupils, staff and parents.	Ensure that the College's IT infrastructure and underlying systems continue to operate successfully and efficiently, in order to support the College's onsite and offsite needs.	On a daily basis.