



INFECTIOUS ILLNESS EMERGENCY PLAN

Date Policy Reviewed	September 2025		
Date of Next Review	September 2026 / in response to national alerts		
Person(s) Responsible for Review:	Owner:	Approver:	Board Approval:
	School Nurse	DHA	n/a
Related Policies	Remote Teaching and Learning		

Please read in conjunction with:

[Health protection in education and childcare settings](#)

[What infections are, how they are transmitted and those at higher risk of infection - GOV.UK](#)

[Preventing and controlling infections - GOV.UK](#)

[Emergency planning and response for education, childcare, and children's social care settings - GOV.UK](#)

[Providing remote education: guidance for schools - GOV.UK](#)

138. *Guidance to support schools and colleges understand how to help keep pupils, students and staff safe whilst learning remotely can be found at:*

[Safeguarding and remote education - GOV.UK \(www.gov.uk\)](#)

[Providing remote education: guidance for schools - GOV.UK \(www.gov.uk\)](#)

139. *Schools and colleges are likely to be in regular contact with parents and carers. Those communications should be used to reinforce the importance of children being safe online and parents and carers are likely to find it helpful to understand what systems schools and colleges use to filter and monitor online use. It will be especially important for parents and carers to be aware of what their children are being asked to do online, including the sites they will be asked to access and be clear who from the school or college (if anyone) their child is going to be interacting with online.*

[Emergency planning and response for education, childcare, and children's social care settings - GOV.UK](#)

and:

The Manor's [Remote Teaching and Learning Policy](#)

Introduction

It may be necessary to implement these measures in the following circumstances, for example:

To help manage an infectious outbreak within the school:

- a higher than previously experienced and/or rapidly increasing number of staff or student absences due to an infection
- evidence of severe disease, for example if a pupil, student, child or staff member is admitted to hospital
- a cluster of cases where there are concerns about the health needs of vulnerable staff or students within the affected group
- More than one infectious disease circulating in the school at once

Advice

The school will follow the [Emergency planning and response for education, childcare, and children's social care settings - GOV.UK](#) and the [School emergency closure procedure | Oxfordshire Schools](#) when necessary.

Measures

Standard Control measures:

- Ensure good hygiene for everyone (Responsibility: SLT and all staff and children)
- Maintain appropriate cleaning regimes (Responsibility: SLT)
- Keep occupied spaces well ventilated (Responsibility: SLT and all staff)
- Encourage staff to engage with vaccination programmes allowing time to attend appointments (Responsibility: SLT and all staff)
- Remain alert to symptoms and communicate regularly with staff and parents: (Responsibility: SLT, staff and parents)
- Isolation periods for those infected in line with 'Managing Specific Infectious Diseases in Schools A-Z' guidance from UKHSA

Additional actions to consider once a threshold is reached or before if deemed appropriate:

- Alerting parents and staff to the area of school affected and the resulting arrangements
- Whether any activities could take place outdoors, including exercise, assemblies, events or classes

- Ways to improve ventilation indoors, where this would not significantly impact thermal comfort (CO2 monitors are available for the school to assess CO2 levels)
- One-off enhanced cleaning focusing on touch points and any shared equipment

Hospitalisation could indicate increased severity of illness. We understand that we may be offered public health support in managing risk assessments and communicating with staff and parents.

If advised, in consultation with the UKHSA, or earlier if considered appropriate, we will limit:

- Assemblies (Responsibility: SLT)
- Residential and Non-Residential Educational Visits (Responsibility: SLT and EVC)
- Open Days (Responsibility: SLT)
- Transition or Taster Days (Responsibility: SLT)
- Parents coming into school (Responsibility: SLT)
- Live Performances (Responsibility: SLT, Head of Music and Head of Drama)
- Large events (Responsibility: SLT and relevant member(s) of staff)
- Fixtures (Responsibility: SLT and Director of Sport)
- Swimming Lessons (Responsibility: SLT and Director of Sport)
- Clubs (Responsibility: SLT and Director of Extra-Curricular Activities)
- Joint Bus Service and Minibus Service (Responsibility: SLT)

Attendance restrictions

High-quality remote learning will be provided for all pupils in the event of a whole or partial school closure. Larger scale attendance restrictions will only be recommended as a last resort.

Eligibility to remain in school

In the first instance, we will stay open for:

- Vulnerable pupils
- Children of Critical Workers
- Year Groups as per UKHSA Guidance

If further restrictions are recommended, we will stay open for:

- Vulnerable pupils
- Children of Critical Workers

Education and support for pupils at home

All other pupils will be required to stay at home and will receive Remote Education. We will aim to deliver Remote Education that meets the same quality and quantity of education that pupils would receive in school, as outlined in our [Remote Teaching and Learning Policy](#).

Wraparound care

Depending on Government Guidance and the Health Protection Team, we will limit access to before and after-school activities and wraparound care during term time and the holidays to those who need it most.

We will communicate who will be eligible to attend once the restrictions are confirmed.

Safeguarding

We will review our Safeguarding Policy regularly to make sure it reflects the local procedures and restrictions and remains effective. All procedures will be disseminated to all staff by the Designated Safeguarding Lead at the time of the local outbreak.

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Safeguarding Policy and where appropriate, referrals should still be made to children's social care and as required, the police.

A member of the Safeguarding Team will always be available on site during school hours. In exceptional circumstances where this is not the case, a trained DSL (or deputy) will be available to be contacted via phone or online video - for example when working from home.

Where a trained DSL (or deputy) is not on site, in addition to the above, a designated member of staff will assume responsibility for coordinating safeguarding on site. This might include liaising with the offsite DSL (or Deputy) and, as required, liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the school or college.

The DSL and DDSLs will continue to engage with social workers and attend all multi-agency meetings, which can take place remotely.

The DSL and DDSLs are:

DSL Varun Footring, Deputy Head Pastoral

DDSL (EYFS DSL) Pippa McConnell, Head of Pre-Prep

DDSL Neil Jackson, Head of Y5 and Y6

If our DSL (or DDSLs) can't be on site, they can be contacted remotely by:

Varun Footring 07904951265 vfootring@manorprep.org

Pippa McConnell 07873777280 pmcconnell@manorprep.org

Neil Jackson 07435987404 njackson@manorprep.org

Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy, this includes making a report to the Designated Safeguarding Lead (or a Deputy), which can be done remotely.

Where a parent has a Safeguarding concern about a child, they should contact the Designated Safeguarding Lead (or a Deputy).

In the unlikely event that a member of staff cannot access our normal CPOMS reporting systems from home, they should email the Designated Safeguarding Lead, a Deputy DSL or the Head. This will ensure that the concern is received. **Staff are reminded of the need to report any concern immediately and without delay.**

Child on child abuse

The Manor Preparatory School recognises that in the event of a school closure, a revised process may be required for managing any report of such abuse and supporting victims.

Where the school receives a report of child-on-child abuse, we will follow the principles as set out in part 5 of KCSIE and of those outlined within the Safeguarding Policy.

The school will listen and work with the young person, parents/carers and any multi agency partner required to ensure the safety and security of that young person. Concerns and actions must be recorded, and appropriate referrals made.

Allegations against staff (including Low Level Concerns)

Where staff are concerned about an adult working with children in the school, they should continue to follow our normal procedures outlined in the Safeguarding and Whistleblowing Policies and alert the Head (Mrs Rachel Hamlyn) immediately.

Mrs Rachel Hamlyn can be reached on 01235 858460 or 07793 769863.

The Head will follow normal allegation management procedures as detailed in our Safeguarding and Whistleblowing Policies and liaise with Oxfordshire's Local Authority Designated Officer, as detailed in our main policy. If there is a requirement to make a notification to the Head whilst away from school, this should be done verbally and followed up with an email to the Head.

Concerns around the Head should be directed to the Chair of Governors: Mr Peter Dickson, as outlined in our Safeguarding and Whistleblowing Policies.

Online lessons

Should lessons need to be taught remotely, The Manor Preparatory School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Below are some things to consider when delivering virtual lessons, especially where webcams are involved:

- Staff and children must wear suitable clothing, as should anyone else in the household
- Any computers used should be in appropriate areas, for example, not in bedrooms if possible; and the background should be blurred
- The live class should be recorded so that if any issues were to arise, the video can be reviewed
- Live classes should be kept to a reasonable length of time
- Language must be professional and appropriate, including any family members in the background
- Staff must only use platforms provided by The Manor Preparatory School to communicate with pupils
- The length, time, date and attendance of any sessions held will be automatically recorded by our Google learning platform.

All staff at The Manor Preparatory School will be reminded of the following policies:

- Safeguarding Policy
- Staff Behaviour Policy
- E-Safety and Acceptable Use Policy
- Social Media Policy

Staff will continue to teach regular online safety lessons in line with our 'Switched On Online Safety' curriculum and will remind children of how to stay safe online during form times and other lessons as appropriate. The DSL will monitor any online safety issues that arise, including via our filtering and monitoring systems, and communicate actions to be taken to staff, children and parents to help educate and protect them from these issues.

Supporting children not in school

The Manor Preparatory School is committed to ensuring the safety and wellbeing of all its children. Where children are required to remain at home, regular contact will be made with these families by teachers to offer support and guidance for their pastoral care and learning.

Where the DSL has identified a child not in school to be on the edge of social care support, or who would normally receive pastoral-type support in school, they should ensure that a robust communication plan is in place for that child or young person. The communication plans can include; remote contact, phone contact and door-step visits.

Other individualised contact methods should be considered and recorded. The Manor Preparatory School and its DSL will work closely with all stakeholders to maximise the

effectiveness of any communication plan. This plan must be reviewed regularly (at least once a fortnight) and where concerns arise, the DSL will consider any referrals as appropriate.

The DSL and DDSLs will meet on a weekly basis to discuss concerns and actions taken to support children. They will meet with the Safeguarding governor regularly to discuss and review cases and procedures.

The school will share safeguarding messages on its website and social media pages.

The Manor Preparatory School recognises that school is a protective factor for children and young people, and periods of remote learning may affect the mental health of pupils and their parents/carers. Children will be given regular opportunities to express their feelings with staff using the above communication lines. Teachers at our school need to be aware of the children's mental health in setting expectations of pupils' work where they are at home.

Supporting children in school

The Manor Preparatory School is committed to ensuring the safety and wellbeing of all its students. We will ensure that where we care for children on site, we ensure appropriate support is in place for them.

The Manor Preparatory School will continue to be a safe space for all children to attend and flourish.

The Head and SLT will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

The Manor Preparatory School will refer to the Government guidance for education and childcare settings on how to implement social distancing and continue to follow government advice on handwashing and other measures to limit the risk of spread of infectious illnesses. Similarly any government guidance on PPE will be adhered to.

Where staffing for groups of children needs to change, we will ensure that any staff working with children have full knowledge of the children in their care where groupings have changed or where children are not with their usual teacher.

Other considerations where attendance has been restricted

Education workforce

If restrictions on attendance are needed, the SLT will determine the workforce required onsite and if it is appropriate for some staff to work remotely.

Educational visits

Any attendance restrictions will be reflected in the Educational Visits Risk Assessment and careful consideration will be given to whether or not the educational visit is still appropriate and safe. We will consult the health and safety guidance on educational visits when considering visits.

Reference models for school closure

Previous models, used since March 2020, are outlined below for future reference:



The Manor
Preparatory School

[COVID-19 Operational Phases](#)