THE BUCHAN SCHOOL KING WILLIAM'S COLLEGE

King William's College, The Buchan School & The Buchan Nursery

Pandemic Policy

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The primary concern of King William's College, The Buchan School and The Buchan Nursery (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.

If there is the threat of a pandemic, then the Principal will coordinate the School's response in conjunction with the Chief Operating Officer, Deputy Heads, Head of the Buchan and the School's Medical Officer. The School's response will be graduated according to what may be a quickly changing situation.

In the event of a pandemic spreading to the Isle of Man, we would comply with Government and National and Local Health guidelines while drawing on our own previous experience from the SARS outbreak in 2003 and the Covid-19 outbreak in 2020. The World Health Organisation (WHO) has developed six phases to monitor the evolution of a flu pandemic and these levels are based on the situation across the world and while this is an excellent tool for monitoring the evolution of the pandemic worldwide, individual countries have developed their own alert levels to monitor the evolution of the pandemic from the country's perspective.

In order to monitor the evolution of the pandemic from an Isle of Man perspective and to avoid confusion with WHO alert phases, alert levels have been developed and for practical purposes, these local alert levels become operational only after WHO has declared Alert Level 6.

If an outbreak should occur on the Isle of Man, we would first follow Government guidelines and then our own flu pandemic plans.

Throughout the event of a pandemic, the School will endeavour to operate as normally as possible within the following parameters:

1	Students 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	Students and staff who continue to attend School will observe increased control measures (monitoring of temperature, wearing of face masks, social distancing, maximum capacities in spaces etc…) Other measures include increased cleaning (particularly of hard surfaces touched by hand) and additional disposal for used tissues.
3	The School does not have the facilities to treat significant numbers of pandemic cases. Therefore: • Day students and non-resident staff who develop flu-like or other symptoms common to the pandemic outbreak symptoms whilst at home should remain at home; • Non resident staff who begin to display flu-like or other symptoms common to the pandemic outbreak at School should return home immediately; • Students who become ill whilst at School should be referred to the Medical Centre where they will be placed in isolation. Day students will be collected at the first opportunity by their parent(s) or guardian. Boarders will remain in the Medical Centre.
4	In the event that the Housemaster/mistress becomes incapacitated, reliance will be placed on the Deputies and residential tutors to provide cover, if necessary remaining in the House overnight. SLT 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: • Housemothers will be called upon to assist • Use will also be made of agency staff; • Other Houses
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 Academic will manage academic staff absences on a daily basis, making the best use of available staff; the Chief Operating Officer will manage support staff absences in the same way.
8	Should disruption to international air travel become likely, students living overseas may be considered for return on a case-by-case basis depending on the wishes of their parent/guardian.
9	Should the School close to students: • The normal timetable will be continued virtually using Microsoft Teams. 40-minute lessons will be reduced to 30-minutes and no homework will be set. All schoolwork should be completed in the 30-minute lesson allocation where possible. There will be no extracurricular activities. • The prevailing government advice will apply to candidates sitting external exams; • Regular updates will be made available through our website, email, Teams call and where necessary by telephone call; • Pastoral visits will be made if regulations allow and if they are advantageous to the student. • In line with workers in other sectors, staff will continue to come into School unless ill or caring for dependants.
10	The decision to close the School will be made by the governors. However, this decision may be delegated to the Principal if there is a need to respond quickly. The decision to close will be guided by: • Advice by the Isle of Man government • Advice from the School's Medical Officer; • Local conditions e.g. shortage of food or insufficient staff presence to ensure that proper catering, supervision of students or first-aid and medical care for students can take place, may dictate that a closure has become necessary.

September 2020 Covid-19 Response Levels

As a guide to any future event, the following response was developed during the Covid-19 pandemic. Government advice takes priority and any future outbreaks would be managed with advice from Isle of Man Public Health. This gives a suggestion as to how we may manage a pandemic in the future:

	Level 1 Stay Responsible Business as usual	Level 2 Stay Safe Business as usual with optional attendance	Level 3 Stay at Home Reduced Provision – identified year groups or a rota system	Level 4 Lockdown All provision closed other than for identified groups
School Estate	School sites open	School sites open	School sites open for boarding pupils, children of key workers and identified year groups.	School sites closed to day students. Depending on expected length of lockdown, it would be helpful to keep boarding houses open for international students if possible.
School Attendance for Students and Staff (Isle of Man Government instructions must be followed at all times)	Guidance from the Isle of Man government will be followed.			
Staffing	All staff operate as normal. HR Manager to ensure that the list of "vulnerable staff" is kept up to date.	Vulnerable staff to be given the option of working from home if possible.	Vulnerable staff to work from home.	All staff to work remotely
Travel (School transport)	No travel restrictions	Monitor and follow government guidance	Restrict to essential travel only (or government guidance).	All travel restricted
Out of School Activities	All activities permitted	Restricted out of school activities	No out of school activities	No out of school activities
Staff Meetings	HR Manager to ensure contact details for staff are up to date	Mixed format (live and MS Teams)	Mixed Format (live and MS Teams)	All on MS Teams
Remote Learning	Ensure processes in place for communication and remote learning with all pupils.	Blended Learning - Pupils who are not attending school can access MS Teams lessons.	Blended Learning - Pupils who are not attending school can access MS Teams lessons	All lessons on MS Teams
Social Distancing	N/A	Classroom seating plans in operation. One-way system in operation where possible.	1 metre at KWC One-way system in operation Students stay in hub classrooms, teachers move around to classes. Designated areas around the school for individual Year Centres Classroom seating plans in operation. Timetable alterations to allow staggered breaks and lunchtimes.	N/A
Large Gatherings	Large gatherings are permitted Year Centres Open	Chapel Services and assemblies restricted to Single Year Centres Year Centres Open	No large gatherings. Chapel Services and Assemblies to be held remotely. Year Centres closed	Chapel Services and Assemblies to be held remotely.

	Level 1 Stay Responsible Business as usual	Level 2 Stay Safe Business as usual with optional attendance	Level 3 Stay at Home Reduced Provision – identified year groups or a rota system	Level 4 Lockdown All provision closed other than for identified groups
PPE	Optional – wipes and hand sanitiser provided for each classroom	Optional – wipes and hand sanitiser provided for each classroom (unless working in close contact with pupils)	PPE provided for staff (masks, gloves and visors). PPE available for students on site (masks)	PPE available for boarding houses and must be worn by essential staff on site.
Cleaning	Normal procedure in place	Enhanced cleaning routine	Enhanced cleaning routine	Boarding students to be responsible for their own cleaning in houses.
Handwashing	Good hand hygiene promoted	Increased hand washing	Increased hand washing	Increased hand washing. Hand sanitizer supplies to be concentrated on boarding houses.
Laundry	Normal procedure in place	Normal procedure in place	Quarantine level procedure in place. Laundry placed in a net bag and then a plastic bag. Central laundry in operation with protocols in place.	
Catering	Normal routine	Reduced provision in the Barrovian. Row of tables to be removed. Greater spacing to allow physical distancing. Students to be served by the staff. Rota by year group to ease distancing	Barrovian closed. Boarding students to be catered in houses in line with quarantine arrangements. Packed lunch provided for day students.	Boarding students to be catered in houses in line with quarantine arrangements (if necessary). Minimal catering staff required.
Quality Assurance	Isle of Man inspections possible.	Isle of Man inspections possible.	No external validations	No external validations
Uniform	School uniform applies	Uniform suspended	Uniform suspended	N/A
Communication (community)	Normal pattern of communication	Normal pattern of communication	Normal pattern of communication where possible	Reduced communications through external relations department.
Visitors	Normal routine of visits	Normal routine of visits with contact tracing procedures in place	School closed to visitors	School closed to visitors
Communication (school)	Normal pattern of communication	Normal pattern of communication	Tutors to maintain daily meetings with form groups on MS Teams. Pastoral Team to support where possible via MS Teams or socially distant home visits.	Tutors to maintain daily meetings with form groups on MS Teams. Pastoral Team to support where possible via MS Teams.

The Buchan School and Buchan Nursery

	Level 1 Stay Responsible Business as usual	Level 2 Stay Safe Business as usual with optional attendance	Level 3 Stay at Home Reduced Provision – identified year groups or a rota system	Level 4 Lockdown All provision closed other than for identified groups
School Estate	School sites open	School sites open	School sites open for children of key workers and identified year groups.	School sites closed to day students.
School Attendance for Students and Staff (Isle of Man Government instructions must be followed at all times)	Guidance from the Isle of Man government will be followed.			
Staffing	All staff operate as normal. HR Manager to ensure that the list of "vulnerable staff" is kept up to date.	Vulnerable staff to be given the option of working from home if possible.	Vulnerable staff to work from home.	All staff to work remotely
Travel (School transport)	No travel restrictions	Monitor and follow government guidance	Restrict to essential travel only (or government guidance).	All travel restricted
Out of School Activities	All activities permitted	Restricted out of school activities	No out of school activities	No out of school activities
Staff Meetings	HR Manager to ensure contact details for staff are up to date	Mixed format (live and MS Teams)	Mixed Format (live and MS Teams)	All on MS Teams
Remote Learning	Ensure processes in place for communication and remote learning with all pupils.	Blended Learning - Pupils who are not attending school can access MS Teams lessons. Buchan provision consists of a reduced number of online lessons, appropriate to the age of the children.	Buchan provision consists of a reduced number of online lessons, appropriate to the age of the children.	All lessons on MS Teams
Social Distancing	N/A	Classroom seating plans in operation. One-way system in operation where possible.	1 metre at Buchan One-way system in operation Students stay in hub classrooms, teachers move around to classes. Designated areas around the school for individual groups. Classroom seating plan. Timetable alterations to allow staggered breaks and lunchtimes.	N/A
Large Gatherings	Large gatherings are permitted	Assemblies restricted	No large gatherings. Assemblies to be held remotely.	Assemblies to be held remotely.
	Level 1 **Stay Responsible** **Business as usual**	**Level 2** **Stay Safe** **Business as usual with optional attendance**	**Level 3** **Stay at Home** **Reduced Provision – identified year groups or a rota system**	**Level 4** **Lockdown** **All provision closed other than for identified groups**
PPE	Optional – wipes and hand sanitiser provided for each classroom	Optional – wipes and hand sanitiser provided for each classroom	PPE provided for staff (masks, gloves and visors).	N/A

		(unless working in close contact with pupils)	PPE available for students on site (masks)	
Cleaning	Normal procedure in place	Enhanced cleaning routine	Enhanced cleaning routine	N/A
Handwashing	Good hand hygiene promoted	Increased hand washing	Increased hand washing	N/A
Catering	Normal routine	Reduced provision in the Dining Hall Row of tables to be removed. Greater spacing to allow physical distancing. Students to be served by the staff. Rota by year group to ease distancing	Dining Room closed. Packed lunch provided for day students.	N/A
Quality Assurance	Isle of Man inspections possible.	Isle of Man inspections possible.	No external validations	No external validations
Uniform	School uniform applies	Uniform suspended	Uniform suspended	N/A
Communication (community)	Normal pattern of communication	Normal pattern of communication	Normal pattern of communication where possible	Reduced communications through external relations department.
Visitors	Normal routine of visits	Normal routine of visits with contact tracing procedures in place	School closed to visitors	School closed to visitors
Communication (school)	Normal pattern of communication	Normal pattern of communication	Tutors to maintain daily meetings with form groups on MS Teams. Pastoral Team to support where possible via MS Teams or socially distant home visits.	Tutors to maintain daily meetings with form groups on MS Teams. Pastoral Team to support where possible via MS Teams.