

Action Card 7 – Schools & Educational Settings

RESPONSIBLE OFFICER(S)

Director of Education

Assistant Director, Schools

Assistant Director Post 16 & School Operations

Head of Early Years, Childcare & Business Development

Place Development & Premises Manager

Education Enrichment Project Manager

Headteachers/Governors

Alert Level	Actions to be taken
GREEN (preparedness)	<p>Director of Education/Action Card holder:</p> <ul style="list-style-type: none"> • Ensure schools are aware of the Severe Weather plan and their responsibilities in this action card • Seek assurance that schools have the arrangements in place below • Share this action card with Headteachers/Governors of schools/key school staff • Be assured that schools have included consideration of cold weather as part of their routine business continuity and out of school plans • Share information with schools about how families can access community living rooms and other support available across the borough. Info available at: https://www.walthamforest.gov.uk/get-involved/winter-spaces-network and on the council's cost of living webpage. • Share cold weather planning guidance linked in this action card with schools <p>Schools:</p> <ul style="list-style-type: none"> • Ensure staff are signed up to cold weather alerts and are receiving these (sign up here) • Ensure staff are aware of the cold weather plan and their responsibilities in it • Ensure that your school has considered severe cold weather as part of their business continuity plans and out of school plans. Ensure that plans are up to date. • Ensure staff are aware of public health messages about how to stay well during cold weather. Public health messages are available at: https://www.walthamforest.gov.uk/health-and-wellbeing/stay-well/winter-wellness-stay-healthy-winter

	<ul style="list-style-type: none"> • Ensure that plans are in place to communicate public health messages parents and pupils to mitigate the impact of the cold weather • Ensure that plans to keep buildings and classrooms warm are in place and fit for purpose • Ensure that supply of hot meals and snacks is sufficient • Ensure that school staff are aware of the risks of severe cold weather, who is most at risk, how to recognise signs of cold-related illness and how to respond to this • Ensure that school staff are aware of which groups of children are more vulnerable to the impacts of cold weather and that plans are in place to support these children. Information to support school staff is available here. • Share information with schools about services which families can access during the winter months. This information is available on the council's cost of living webpage. • Share info with families about how they can access community living rooms (https://www.walthamforest.gov.uk/get-involved/winter-spaces-network)
<p>YELLOW (response)</p>	<p>Director of Education/Action Card holder:</p> <ul style="list-style-type: none"> • Seek assurance that schools are undertaking actions in this action card • Seek assurance that schools are enacting business continuity and out of school plans • Continue to share information with schools about how families can access community living rooms and cost of living support available across the borough • Continue to share cold weather planning guidance with schools • Feedback any concerns raised by Headteachers/Governors to public health <p>Schools:</p> <ul style="list-style-type: none"> • Ensure staff and pupils are aware of forecasted severe cold weather • Ensure that your school is enacting their business continuity and out of school plans • Ensure school staff are sharing public health messages about how to stay well during cold weather with pupils and parents/carers • Ensure school staff are sharing details of community living rooms and other support available across the borough with families

	<ul style="list-style-type: none"> • Ensure that advice on how to support children who are most vulnerable to cold weather is sought from the school nurse, community health practitioner, family health visitor or other child specialist health professional • Ensure that school staff are supporting children who are most vulnerable to the impacts of cold weather • Ensure that reasonable temperatures (at least 18°C) are being maintained in buildings and classrooms • Ensure that staff and pupils are receiving sufficient supply of hot meals and snacks • Ensure that staff are signposting families to support they can receive during the winter months • Discuss with the Director of Education any concerns you have about your schools' ability to implement actions outlined in the action card
<p>AMBER (enhanced response)</p>	<p>Director of Education/Action Card holder:</p> <ul style="list-style-type: none"> • Seek assurance that schools are continuing to undertake actions below • Continue to share information with schools about how families can access community living rooms & cost of living support available across the borough • Continue to share cold weather planning guidance with schools • Make schools aware of any national communications in relation to cold weather • Continue to feedback any concerns raised by headteachers/governors to public health <p>Schools:</p> <ul style="list-style-type: none"> • Continue to undertake actions listed in Yellow • Ensure schools are aware of any changes in alert level • Ensure that trip plans are revised to take account of cold weather, ice & snow • Ensure that teachers, assistants, school nurses and all child carers look out for signs of cold weather-related illness • Ensure that buildings and classrooms stay at a reasonable temperature (at least 18°C). If you are struggling to do this, consider moving lessons to alternative classrooms or closing the school • Ensure that staff and pupils continue to receive sufficient supply of hot meals and snacks • Ensure that school staff are continuing to signpost families to support they can receive during the winter months

	<ul style="list-style-type: none">• Discuss with the Director of Education any concerns you have about your schools' ability to implement actions outlined in the action card
RED (emergency response)	<p>When Amber is prolonged:</p> <ul style="list-style-type: none">• Continue to implement actions noted at Amber• As for Amber• Follow national guidance as per media advice