



PANDEMIC PROTECTION AND RESPONSE POLICY

PREAMBLE

St Patrick's College aims to provide a safe environment for staff, students, volunteers and visitors. The policy aims to minimise disruption to the day-to-day life and function of the College through minimising the impact of human pandemic.

DEFINITION

Human pandemic results when a virus emerges with the capacity to efficiently infect and spread between humans.

RATIONALE

The College needs a systems approach to a pandemic episode because:

- Members of the school community can be directly or indirectly affected
- There is a need to respond quickly and effectively
- A planned school response can decrease stress and promote recovery
- An identified school response can further support the community

ROLES AND RESPONSIBILITIES

Leadership and Management Teams

- Centralise the information and coordinate all activities and procedures

Coordinators

- Inform leadership team of any relevant information
- Disseminate information to staff/students as directed

Teachers

- Follow directions and instructions as provided by leadership team
- Inform leadership team of any relevant information
- Monitor the impact of the incident on students and colleagues and inform relevant people

Support Staff

- Follow directions and instructions as provided by leadership team
- Inform leadership team of any relevant information



Pandemic Management Team

The personnel of the pandemic management team are responsible for policy and planning, incident identification, response management, review and evaluation of the management plan.

Principal	<ul style="list-style-type: none"> ▪ Initiates management plan ▪ Activates pandemic management team ▪ Leads team ▪ Chairs meetings ▪ Coordinates all activities and procedures ▪ Establishes facts ▪ Communicates information to students, staff, parents, health authorities and other stakeholders ▪ Liaises with the media
Assistant Principals	<ul style="list-style-type: none"> ▪ Support Principal ▪ Redirect resources/personnel ▪ Maintain/change school routines ▪ Coordinate risk minimisation and liaise with the outside agencies ▪ Liaise with the Principal to arrange family support ▪ Carry out responsibilities delegated by Principal
Business Manager	<ul style="list-style-type: none"> ▪ Supervision and replacement of administration staff ▪ Liaises with the Principal regarding WH&S and employment relations obligations
College Counsellor	<ul style="list-style-type: none"> ▪ Works with the Assistant Principal Students ▪ Provides counselling support to staff and students
Office Manager/ PA to the Principal	<ul style="list-style-type: none"> ▪ Field all phone calls to school
Leader of Library and eLearning Services	<ul style="list-style-type: none"> ▪ Works with Principal to communicate with key stakeholders to disseminate current information and updates
Administration Coordinator	<ul style="list-style-type: none"> ▪ Provides support to the Assistant Principal Students in redirecting resources and personnel ▪ Re-establishes school routines as required
Mission Coordinator	<ul style="list-style-type: none"> ▪ Provides support to the Assistant Principals ▪ Supports the College Counsellor ▪ Supports staff and students

PANDEMIC MANAGEMENT PLAN

Establish Facts and Assess Needs

