

SWINE FLU – CRIB SHEET

- The college has a risk plan in place in the event of a pandemic flu outbreak
- The college's policy and procedures will be outlined in a letter sent out to all full time students' parents, guardians and carers at the beginning of term
- An Incident Management Team has been set up and is meeting weekly to monitor and manage any issues arising from a Swine Flu outbreak
- We aim to continue to operate in the event of an outbreak and will remain open to minimise disruption to teaching
- Business Continuity Plans are in place to ensure that, in the event of high sickness or absence, classes will continue to be covered
- If levels of sickness and absence are increasing, some classes may be cancelled but plans are in place for material to be made available electronically on Moodle for access at home
- In the unlikely event of a full college closure, the website and telephone recorded messages will be updated daily and local media will be informed
- Plans are being put into place to catch up with work if lessons are cancelled or the college is closed
- Full Swine Flu FAQs are available for staff on the Intranet through the Desktop and for students on Moodle
- Part time students will be given a FAQs sheet when they enrol informing them of the college's policy and procedures in relation to Swine Flu
- The college website (www.stourbridge.ac.uk) will have regular updates on Swine Flu for members of the public and parents