



**The
International
Academy**

Contingency Policy

Purpose/scope

- To protect the interest of learners on Pearson programmes in the event of any disruption to their course of study.
- To always maintain the integrity of Pearson programmes despite the disruptions.

Definitions/terminology

Contingency: a possible but not very likely future event or condition. A contingency arrangement is one that is intended to be used if a possible event actually occurs.

Responsibilities

Senior Management: overall responsibility of implementing this policy and promoting a culture of contingency planning in the centre. Report any serious disruptions to Pearson.

Head of Centre: report any disruption to senior management and take mitigating action as per policy.

Procedures

- Ensure contingencies that may affect learners are determined.
- Arrangements are in place to deal with such contingencies.
- Centre staff are aware of contingency arrangements so that their response is consistent.
- Review and update the appropriateness of such arrangements.
- Notify Pearson of any issues which put at risk the centre's ability to meet Pearson's centre approval criteria.
- In case of withdrawal of centre approval, the centre will take all steps to protect learners' interest.

Aim:

- That in the event of any disruption to delivery, assessment and certification of Pearson programmes, contingency arrangements are in place to manage adverse effects.
- To protect learners' interest as much as possible.
- To always maintain the integrity of Pearson programmes.

In order to do this, the centre will:

- Promote a culture of contingency planning in all processes.
- Ensure contingencies that may affect learners are determined.
- Ensure arrangements are in place to deal with such contingencies.
- Ensure centre staff are aware of contingency arrangements so that their response is consistent.
- Evaluate the appropriateness of such arrangements.
- Update contingency arrangements.
- Report to Pearson any serious disruptions which may impact safe certification.
- Notify Pearson of any issues which put at risk the centre's ability to meet Pearson's centre approval criteria.
- Take all steps to protect learners' interest in case of withdrawal of centre approval.

***This policy will be reviewed every 12 months by the school board and administration.**

Part Two: General Contingency Policy

This Contingency Policy is flexible and subject to change based on guidance from local authorities or the government. The International Academy has established a comprehensive Contingency Plan outlining response to various emergencies, including public health crises, natural disasters, and other significant disruptions.

When the Contingency Plan May Be Activated

The Contingency Plan may be necessary in the following circumstances:

- To manage a public health outbreak within the school.
- In response to a natural disaster or extreme weather event.
- During significant infrastructure failure (e.g., power outages, water supply issues).
- To address security threats or incidents.
- To prevent unsustainable pressure on local services (health, emergency, etc.).

Scope of the Contingency Plan

The plan will cover:

- Roles and responsibilities of all stakeholders.
- When and how to seek advice from relevant authorities.
- Details on the types of control measures that might be put in place.

For each control measure, we will include:

- Actions to implement the measure quickly.
- How to ensure every student receives the quality education and support to which they are entitled.
- How to communicate changes to students, parents, carers, and staff.

Roles and Responsibilities

- Parents/Guardians: Inform the school if their child is affected by any contingency (e.g., illness, home displacement).
- Staff: Inform the school immediately if they are affected by any contingency (e.g., illness, inability to commute).
- Office Staff: Maintain a comprehensive list of affected students and staff, including details of the contingency and any relevant dates.
- Administrative Staff: Liaise daily about the number of affected cases and possible operational impacts.
- Administrative Director: Contact relevant authorities if there is an increased number of cases or significant incidents and notify all stakeholders if contingency measures need to be implemented.
- All Staff: Implement changes immediately and communicate them to students.
- Parents/Guardians: Support their child with any necessary adjustments, such as remote learning.

When and How to Seek Advice

The school will take additional action if the number of affected individuals or incidents substantially increases. Thresholds for seeking advice may include:

- A specific number or percentage of students or staff affected.
- Directives from local or national authorities.
- Immediate Actions Upon Reaching Thresholds
- Review and reinforce existing safety measures.
- Consider outdoor activities where feasible.
- Improve indoor ventilation.
- Conduct enhanced cleaning focusing on high-touch areas.

Potential Additional Measures

Depending on the nature of the contingency, further measures might include:

- Strengthened communication encouraging preventive actions.
- Temporary use of personal protective equipment (PPE) for staff and students.
- Increased frequency of health and safety protocols.
- In extreme cases, temporary attendance restrictions with provisions for remote learning.

COVID-19 Specific Measures

As part of our broader Contingency Policy, the International Academy has established specific measures for COVID-19:

- Notification: Parents and staff must inform the school immediately if they test positive for COVID-19.
- Tracking: Office staff will maintain records of positive cases and their contacts within the school.
- Communication: The Administrative Director will notify stakeholders of any necessary measures to break chains of transmission.
- Control Measures: May include enhanced hygiene practices, temporary remote learning, and additional health screenings.

Review

This Contingency Plan will be reviewed regularly and amended as needed.