



Coronavirus (COVID-19) Policy

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Review date: As required, but no later than July 2021

Updated: August 2020

Introduction

The guidance in this policy is written following Government guidelines; Guidance for full opening-schools, published 02 July 2020, and updated in August 2020 using the most up to date government guidance. As the situation changes, this policy will be subject to change. The guidance has been prepared with input from school leaders, unions and sector bodies and in consultation with Public Health England (PHE) and the Health & Safety Executive (HSE). It is our plan that all students, in all year groups, will return to College full-time from the beginning of the autumn term.

This guidance gives actions that should be followed by College staff to ensure that they are aware of, and know, the procedures they must follow in order to mitigate the risks of contracting or spreading the COVID-19 virus. The risk of contracting COVID-19 may be reduced by following Governments Guidance, the Return to work Risk Assessment and this policy.

This policy should be read in conjunction with the College's most appropriate policy for the situation, e.g. if a student wishes to be interviewed for a place at the College you should see the guidance below and refer to the Admissions policy and the COVID-19 Returning to Work Risk Assessment.

Policies & procedures cannot cover every eventuality and are not a replacement for professional judgement, which should always be exercised to ensure the safety of all stakeholders. Staff should only act within their areas of professional competence and not put themselves at risk.

Purpose of the government's guidance

The first section of the government guidance sets out the public health advice schools and colleges must follow to minimise the risks of coronavirus (COVID-19) transmission. It also includes the process that should be followed if anyone develops coronavirus (COVID-19) symptoms while at school or college. This guidance has been developed with advice from PHE.

The public health advice in this guidance makes up a PHE-endorsed 'system of controls', building on the hierarchy of protective measures that have been in use throughout the coronavirus (COVID-19) outbreak. When implemented in line with our revised risk assessment, these measures create an inherently safer environment for students and staff where the risk of transmission of infection is substantially reduced.

The system of controls provides a set of principles that we will follow to effectively minimise risks. All elements of the system of controls are essential. All schools and colleges must cover them all, but the implementation of the requirements will differ based on our circumstances. Where something is essential for public health reasons, as advised by PHE, we have said 'must'. Where there is a legal requirement, we have made that clear. This guidance does not create any new legal obligations.

Public health advice to minimise coronavirus (COVID-19) risks

The College must comply with health and safety law, which requires us to assess risks, review risks and put in place proportionate control measures. We have reviewed our health and safety risk assessments and drawn up plans for the autumn term that address the risks identified using the system of controls set out below. Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in College wherever possible and minimise potential for contamination so far as is reasonably practicable

Contacts are reduced (as much as possible) by:

- grouping students together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from students and other staff as much as possible

Risk Assessment

Employers must protect people from harm. This includes taking reasonable steps to protect staff, students, and others from coronavirus (COVID-19) within the education setting.

As part of planning for full return in the autumn term, it is a legal requirement that we revisit and update our risk assessments to consider the additional risks and control measures to enable a return to full capacity in the autumn term. We have also reviewed and updated our wider risk assessments and considered the need for relevant revised controls in respect of our conventional risk profile considering the implications of coronavirus (COVID-19). In line with government guidance we are implementing sensible and proportionate control measures which follow the health and safety hierarchy of control to reduce the risk to the lowest reasonably practicable level.

The College has active arrangements that are in place to monitor that the controls are:

- effective
- working as planned
- updated appropriately considering any issues identified and changes in public health advice

Protective measures

This is the set of actions schools must take.

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach

4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents

5) minimise contact between individuals and maintain social distancing wherever possible

6) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools and colleges, all the time.

Number 5 must be properly considered and schools and colleges must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

The College must respond to any infection by:

7) engage with the NHS Test and Trace process

8) manage confirmed cases of coronavirus (COVID-19) amongst the school community

9) contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

Prevention

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, or have tested positive in the last 7 days do not attend College. Anyone developing those symptoms during the college day will be sent home and must self-isolate for at least 7 days. They should arrange to have a test and other members of their household should self-isolate for 14 days from when the symptomatic person first had symptoms. Symptoms include: a continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia).

If a member of staff or student is awaiting collection, they should be moved to the medical room, if possible, where they can be isolated behind a closed door. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. PPE must be worn by staff caring for the symptomatic person while they await collection if a distance of 2 metres cannot be maintained.

If they need to go to the bathroom while waiting to be collected, they should use one of the toilets on the ground floor, preferably the one closest to the medical room. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.

As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.

Any members of staff who have helped someone with symptoms and any student who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test & Trace.

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people.

The thermal imaging cameras on the entrances to the College will track all staff and student's temperature daily, alerting the Reception Manager if someone has a high temperature; 38 degrees or above. In this instance the staff or student will be asked to go home immediately, self-isolate and request a COVID test through the NHS. As soon as the results are known the College must be informed.

2. Clean hands thoroughly more often than usual

Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. We must ensure that staff and students clean their hands regularly, including when they arrive at College, when they return from breaks, after using the toilet, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future. Sanitiser stations are in every building on every floor and in individual offices. It must become routine practice, embedded culture, for all staff and students to sanitise their hands regularly throughout the day.

3. Ensure good respiratory hygiene

The College will actively promote the 'catch it, bin it, kill it' approach and ensure that there are sufficient tissues and bins around the College to support the strategy. It is not a requirement for staff and students to wear a face covering in College. The College will provide all staff and students with a face shield/visor to use if they wish to. It is recommended that staff and students wear a face mask and/or visor when there are lots of people in close contact and social distancing becomes problematic.

4. Cleaning

College buildings will be cleaned daily by a professional cleaning company who follow the PHE guidance; COVID-19: cleaning in non-healthcare settings. In addition, each classroom will be allocated a sanitiser spray and disposable paper towel. Staff are asked to wipe down all tables and keyboards used at the end of each session. Sanitiser gel is available on every stairwell throughout the College buildings, staff and students are requested to use it frequently. Notices in staff and student toilets remind the community to wash their hands thoroughly after using the toilet.

5. Social distancing

Minimising contacts and mixing between people reduces transmission of COVID-19. The College will do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.

The overarching principle to apply is reducing the number of contacts between students and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. Where it has been possible to group students into a 'bubble' those students will not be able to mix with others whilst in the College. For example, it is possible for those students studying on the IFY programme to remain in a bubble, but it is not possible to bubble all the A level students because of the flexibility in curriculum choice and logistics. However, A level students can be bubbled by year group, as are GCSE and BTEC students.

A one-way system within KES building is in place to reduce contact, however this has not been possible to implement in KES 2 because of the layout of the building. Students must be instructed on how to use the stairwells, by 'keeping left', and observing the one-way system before entering the College.

The student common room and staffroom will be mainly closed for socialising, but available for making a drink. The staff room may be used to work in, but staff should maintain social distancing and, when busy, are advised to wear protective face coverings. Students will not be allowed to remain in either room for any more than it takes to make their drink unless there are only a few students in the room, circa 5 or less and social distancing of 1 metre + can be maintained.

Students in boarding are separated by floor into 'households' whilst in residence and then into their bubble when at College. Endeavouring to keep groups at least partially separate and minimising contacts between staff will still offer public health benefits as it reduces the network of possible direct transmission.

Food and Drinks

Staff and students are advised to bring a packed lunch into College and any drinks they might require during the college day. Whilst the staffroom and common room are open for staff and students to prepare a hot drink, neither will be allowed to prepare food in those areas. Any mugs or glasses used **MUST** be placed in the dishwasher after use by the member of staff or student using it. It is not acceptable to leave used mugs or glasses around for others to pick up.

Households

Technically, a 'Household' is an individual living alone or a group of people who live together. In the context of College boarding, households will be created to reduce the risks of integration amongst people.

In order to maintain social interaction within boarding, following the necessary quarantine restriction and without compromising the safety of boarders, each floor will be classified as a household. This means that students will be able to engage and interact with those students identified in the household, but not anyone from outside the household whilst inside the boarding house. This mitigates the risks of spreading the virus beyond one area in the

boarding house should a student or member of staff become infected. Once it is safe to do so, the whole boarding house will become one household.

Measures within the classroom

Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission. It is strong public health advice that staff in schools and colleges maintain distance from their students, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 1plus metre distance from each other, and from students. In particular, everyone should avoid close face-to-face contact and minimise time spent within 1 metre of anyone.

Tables and chairs in the classrooms have been moved to reduce the risks of contracting COVID-19, these must remain in place until it is deemed unnecessary. Additional items, other than teaching resources, have been removed from classrooms to aid cleaning. It is advised that staff and students have their own pens and pencils and other items so that they are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. It is still recommended that students limit the amount of equipment they bring into college each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Students and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to student education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.

Those classrooms that are too small for teachers and students to occupy safely will not be in use for teaching. Please see above for maintaining cleanliness in the classroom.

Groups

Large gatherings will not be permitted; staff development and student induction will take place online using Microsoft teams (MST). College trips that require the use of transport (public and private) will not be permissible until it is safe to do so. Sports activities should be limited to non-contact and outside. Inter-school sporting activities are currently banned by the government until it is deemed safe to reinstate them.

Special Educational Needs and Disabilities (SEND)

Some pupils with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation for the changes to routine that this will involve, so teachers and special educational needs coordinators should plan to meet these needs.

Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Where it is necessary for an external professional to visit the College, with regard to a student with SEND, the Assistant Principal (Academic Administration) should follow the guidance below on visitors.

6. Where necessary, wear appropriate personal protective equipment (PPE)

The majority of staff will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:

- where an individual student or staff member becomes ill with COVID-19 symptoms while at College, and only then if a distance of 1 plus metre/s cannot be maintained
- where the member of staff is meeting a visitor
- where a student or member of staff is classified medically as high risk
- or, where a group of people exceed the safety limit of the space provided. E.g. in a classroom or a corridor.

All staff and students are issued with a visor that they may chose or need to wear whilst in College. These are not interchangeable; each visor given belongs to that member of staff and should only be worn by them. It is the responsibility of the member of staff to keep their visor clean.

Response to any infection

At the start of the academic year 2020-21, all staff and students will be tested via a private company. Anyone who tests positive will need to isolate immediately and be guided by NHS advice below.

7. Engage with the NHS Test and Trace process

We must ensure that we understand the NHS Test and Trace process and how to contact our local Public Health England health protection team:

Thames Valley HPT (South East)
Public Health England
Chilton
Oxon
OX11 0RQ

Telephone
0344 225 3861 (option 1 to 4 depending on area)

Out of hours advice
0844 967 0083

Fax:
0345 279 9881

Staff members, hosts and parents/carers understand that they will need to be ready and willing to:

- book a test if they are displaying symptoms. Staff and students must not come into the College if they have symptoms and must be sent home to self-isolate if they develop them in College.
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- self-isolate if they have been in close contact with someone who develops COVID-19 symptoms or someone who tests positive for COVID-19

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast, and convenient. More details on new testing avenues will be announced as and when they become available and the government will work with schools and colleges, so they understand what the quickest and easiest way is to get a test.

We will ask parents, houseparent's, hosts, and staff to inform us immediately of the results of a test:

- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- if someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed COVID-19 infection' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to College only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

8. Manage confirmed cases of COVID-19 amongst the College community

We will take swift action when we become aware that someone who has attended has tested positive for COVID-19. We will contact the local health protection team (details above). This team will also contact us directly if they become aware that someone who has tested positive for COVID-19 attended the College – as identified by NHS Test and Trace.

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

The health protection team will work with the College in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, colleges must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person.

The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we will keep a record of students and staff in each group, and any close contact that takes place between students and staff in different groups (see section 5 of system of control for more on grouping students). This should be a proportionate recording process. The College does not need to ask students to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.

A letter/email will be sent by the Principal to the parents of an infected student, on the advice of the health protection team, if needed. We must not share the names or details of people with COVID-19 unless essential to protect others.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the student or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed COVID-19 infection'. They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop COVID-19 within the remaining days.
- if the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed COVID-19 infection'

We will not request evidence of negative test results or other medical evidence before admitting a student or welcoming them back after a period of self-isolation. However, staff will be required to share their COVID 19 results on return to work.

9. Containing an outbreak

If we have two or more confirmed cases within 14 days, or an overall rise in sickness absence where COVID-19 is suspected, we may have an outbreak, and must continue to work with our local health protection team who will be able to advise if additional action is required.

In some cases, health protection teams may recommend that a larger number of other students self-isolate at home as a precautionary measure – perhaps the whole site or year group.

Where an outbreak in a College is confirmed, an NHS mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole College if necessary, in line with routine public health outbreak control practice.

Section 2: College operations

Public Transport

All staff and students are encouraged to walk or cycle to and from College and avoid using public transport wherever possible. Where public transport cannot be avoided staff and/or students should:

- where possible should avoid 'rush hour' periods
- work from home where possible
- keep their distance
- wear a face covering; it is the law that you must wear a face covering (anything covering your nose & mouth) when travelling in England on a:
 - bus or coach
 - train or tram
 - ferry or hovercraft or other vessel
 - aircraft
 - cable car
- You should also wear a face covering in other enclosed spaces where it is difficult to maintain social distancing. For example, at stations, interchanges, ports, and airports and in taxis and private hire vehicles. A taxi driver or private hire vehicle operator may be entitled to refuse to accept you if you do not wear a face covering. It is important to wash and/or sanitise your hands before and after touching your face covering. For longer journeys, take more than one face covering and a plastic bag for used face coverings.
- You do not need to wear a face covering if you have a legitimate reason not to. This includes:
 - not being able to put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability
 - if putting on, wearing or removing a face covering will cause you severe distress

- if you are travelling with or providing assistance to someone who relies on lip reading to communicate
- to avoid harm or injury, or the risk of harm or injury, to yourself or others
- to avoid injury, or to escape a risk of harm, and you do not have a face covering with you
- to eat or drink, but only if you need to
- to take medication
- if a police officer or other official requests you remove your face covering
- wash and sanitise hands thoroughly and as often as possible

You should not travel at all if you:

- are experiencing any coronavirus symptoms
- are self-isolating as a result of coronavirus symptoms or sharing a household or support bubble with somebody with symptoms
- are clinically extremely vulnerable and cannot shield during your journey
- have been advised by the NHS test and trace service that you should self-isolate

Attendance

If you are unable to attend College because you are self-isolating, and have had symptoms or a positive test result yourselves; or because you are a close contact of someone who has COVID-19 you may be able to work from home. All classrooms will be fitted with cameras and microphones so that lessons can be recorded, via MST, and made available to students that are unable to attend in person. Teachers will be able to deliver recorded classes via MST and administrative staff may be able to work from home.

Staff who are clinically vulnerable or extremely clinically vulnerable

Where schools and colleges apply the full measures in the DfE guidance the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow most staff to return to the workplace, although we advise those in the most at risk categories to take particular care while community transmission rates continue to fall.

Where it has been possible the College has taken measures to support those staff in the high and medium risk categories, e.g. those that can work from home will do so, those that need to be in College have been timetabled, where possible, into one classroom.

As a general principle, pregnant women are in the 'clinically vulnerable' category. Any member of staff, or student, in this category will be individually assessed to identify appropriate adjustments to mitigate the risks.

Employer health and safety and equalities duties

Schools and colleges have a legal obligation to protect their employees, and others, from harm and should continue to assess health and safety risks and consider how to meet equalities duties in the usual way. Following the steps in the DfE guidance will mitigate the

risks of COVID-19 to students and staff and help schools and colleges to meet their legal duties to protect employees and others from harm.

Recruitment

The College will continue to recruit remotely over the summer period and during the first term of 2020-21. All legal requirements regarding pre-employment checks will continue to be completed; remotely throughout the summer and in the autumn term reverting to being carried out in person.

Section 3: Curriculum, behaviour and pastoral support

Physical activity

The current advice from the government is that sports activities should be limited to non-contact and should be outside. Inter-school sporting activities are currently banned by the government until it is deemed safe to reinstate them.

Students should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.

External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.

The College will refer to the following advice:

- [guidance on the phased return of sport and recreation](#) and guidance from [Sport England](#) for grassroots sport
- advice from organisations such as the [Association for Physical Education](#) and the [Youth Sport Trust](#)

Activities such as active miles, making break times and lessons active and encouraging active travel help enable students to be physically active while encouraging physical distancing.

Student wellbeing and support

Students may be experiencing a variety of emotions in response to the COVID-19 outbreak, such as anxiety, stress, or low mood. This may particularly be the case for vulnerable children, including those with a social worker and young carers. It is important to contextualise these feelings as normal responses to an abnormal situation. Some may need support to re-adjust to College; others may have enjoyed being at home and be reluctant to return; a few may be showing signs of more severe anxiety or depression. Others will not be experiencing any challenges and will be keen and ready to return to College.

The return to College allows social interaction with peers and teachers, which benefits wellbeing. In the event a teacher or member of staff identifies a student that might require

additional emotional support they should immediately alert the Senior Tutor and the safeguarding team.

Behaviour expectations

The College will set out its behaviour expectations to students during their induction, and for returning students on their first day back to College. This will include the consequences for poor behaviour and deliberately breaking the rules, and how we will enforce those rules including any sanctions. This is particularly the case when considering restrictions on movement within College and the new hygiene rules. We will need to work with staff, students and parents to ensure that behaviour expectations are clearly understood, and consistently supported, taking account of individual needs and we should also consider how to build new expectations into our rewards system.

We acknowledge that some students will return to College having been exposed to a range of adversity and trauma including bereavement, anxiety and in some cases increased welfare and safeguarding risks. This may lead to an increase in social, emotional and mental health concerns and some students, particularly vulnerable groups such as children with a social worker and young carers, will need additional support and access to services such as educational psychologists, social workers, and counsellors. Additionally, provision for children who have SEND may have been disrupted during partial College closure and there may be an impact on their behaviour. We will work with local services (such as health and the local authority) to ensure the services and support are in place for a smooth return to College for students.

Section 4: Assessment and accountability

For independent schools and colleges, Ofsted/the Independent Schools Inspectorate (ISI) standard inspections will remain suspended. During the autumn term, Ofsted/ISI will undertake non-routine inspections, as commissioned by the Department for Education, where appropriate. For example, this may be a pre-registration inspection or an inspection to follow up on significant safeguarding concerns. These inspections will have a judgement, as usual, and result in the production of a report.

It is intended that routine Ofsted and ISI inspections will restart from January 2021, with the exact timing being kept under review.

Exams

For the summer 2021 exams, the DfE recognise that students in years 11 and 13 will have missed a critical period of their education due to lockdown in the 2019 to 2020 academic year. It is vital that these students can catch up and access exams that lead to the qualifications they need to progress. They are, therefore, planning on the basis that GCSEs and A levels will take place in summer 2021 but with adaptations, including those which will free up teaching time. Ofqual is currently consulting on proposed adaptations to exams.

There will also be an exam series taking place in autumn 2020. Following the cancellation of summer 2020 exams, the exam boards will be providing students with calculated grades (except in some exceptional cases) this summer, which students will use to move onto their next step. DfE has, however, also announced that there will be an opportunity for students to sit exams in the autumn and Ofqual has confirmed these exams will be available in all subjects.

Where a student wishes to sit an exam, DfE's guidance on Centre responsibility for autumn GCSE, AS and A level exam series sets out that we expect the centre that entered them for the summer series to enter them in the autumn series and take overall responsibility for ensuring that they have somewhere appropriate to sit their exams. The DfE are also exploring further ways in which it might be possible to minimise additional burdens on centre's whilst ensuring that exams remain accessible for students the DfE will provide further information on this. The College will not be enabling students to sit these exams on College premises. Students will need to book their exams with an alternative school or college.

Students who were entered for exams in the summer of 2020 will be contacted by mid-November so that they can inform the College where and how they want their certificates delivered. Students returning to the College to study in September, or who live locally may collect their exam certificates from the College in person, by appointment with the Reception Manager only.

Accountability expectations

Performance tables are suspended for the 2019 to 2020 academic year, and no school or college will be judged on data based on exams and assessments from 2020. Until the new data release is available, all those working with schools, including Ofsted and DfE regional teams, should refer to the 2019 data. The Department for Education will continue to use 2019 data as a starting point for any conversation about support for schools with Ofsted judgements below good.

Section 5: Contingency planning for outbreaks

Process in the event of local outbreaks

If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread. The Department for Education will be involved in decisions at a local and national level affecting a geographical area, and will support appropriate authorities and individual settings to follow the health advice. The DfE will provide more information on this process in due course.

Contingency plans for outbreaks

For individuals or groups of self-isolating students, remote education plans are in place. These meet the same expectations as those for any student who cannot yet attend College at all due to COVID-19. See section on remote education support.

In the event of a local outbreak, the PHE health protection team or local authority may advise the College or number of schools and colleges to close temporarily to help control transmission. The College has a contingency plan for this eventuality, which involves remote education for all students using MST.

Remote education support

Where a class, group or small number of students need to self-isolate, or there is a local lockdown requiring students to remain at home, we have the capacity to offer immediate remote education. Schools and colleges are expected to consider how to continue to improve the quality of their existing offer and have a strong contingency plan in place for remote education provision by the end of September.

The College contingency plan includes:

- use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos, and that is linked to the College curriculum expectations
- give access to high quality remote education resources
- the use of Microsoft Teams will be consistently used across the College in order to allow interaction, assessment and feedback.
- staff who require training will be supported at the start of the year to ensure they are able to use MST effectively
- recognise that some students with SEND may not be able to access remote education without adult support, and in this case the SENCO will work with families to deliver a broad and ambitious curriculum.

When teaching pupils remotely, we expect teachers to:

- set assignments so that students have meaningful and ambitious work each day in several different subjects
- teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject
- provide frequent, clear explanations of new content, delivered by a teacher in the College or through high quality curriculum resources and/or videos
- gauge how well students are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work
- enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure students' understanding
- plan a programme that is of equivalent length to the core teaching students would receive in College, ideally including daily contact with teachers

The DfE expects the College to consider these expectations in relation to the students' age, stage of development and/or special educational needs, for example where this would place

significant demands on parents' help or support. They expect us to avoid an over-reliance on long-term projects or internet research activities.

A-Z policy support

Admissions

Where possible, interviews for new students will take place on-line using Skype for Business, Microsoft Teams or by telephone, using the member of staff's College account. Where this is not possible, the prospective student and one other visitor, e.g. a parent, carer or agent may attend an interview on College premises. Upon entry to the College, the visitors should be asked to sanitise their hands and asked to confirm that they do not have any COVID-19 symptoms.

Only one member of staff may be in the interviewing room, which must be sufficiently large to maintain social distancing requirements (currently 1 metre +) and must have an open window. Interviews will be for a maximum of 30 minutes to reduce contact time.

Prior to inviting the prospective student and their parents into the College, they should confirm that they are clear of any COVID-19 symptoms and that they haven't tested positive for COVID-19 in the preceding 5 days. The interviewer will ask as many of the interview questions as possible prior to the interview to reduce contact time. The staff member should wear their visor and, if they wish, a face mask, but optional for the visitor/s. Physical contact must be avoided i.e. hand shaking.

In the event that one or both visitors start to cough the interview must be stopped immediately and the visitors escorted off the premises.

All physical tours of the College buildings are suspended until it is considered safe by the Government to resume them. A virtual tour of the buildings should be shared with the prospective student and their family via the College website.

Boarding

Visitors will not be allowed into the College boarding houses from August 2020 unless they are there to carry out essential repairs or servicing. Under these circumstances, social distancing requirements must be maintained at all times. The contractor, when inside the building, must wear appropriate PPE, i.e. facemask and disposable gloves, at all times. The Head of House and/or the Houseparent on duty must be notified in advance of the visit to ensure that the area is clear of staff and students.

A supply of PPE, i.e. disposable facemasks, visor, gloves and aprons will be kept at each boarding house in an area that is accessible to all staff. Wearing a facemask, in enclosed areas, is currently recommended, and required by all staff in the boarding house on arrival of a new student. Students are not required, and must not be forced to wear PPE, except in the laundry

area where disposable gloves must be worn at all times. All staff and students will be issued with a face visor.

During the prescribed quarantine period (currently 14 days), social distancing must be maintained in accordance with Government guidelines. Therefore, the use of social spaces will cease until the quarantine period has passed. During the quarantine period, food will be delivered to the student's bedroom by tray and left at the door. Once the student has finished eating they should leave their food tray outside their bedroom door for collection by the Houseparent. If, after the quarantine period, it is necessary to maintain social distancing student 'households' should be created by floor so that social interaction between the students can continue. Ultimately, the whole boarding house, when safe, will become a 'household' and a 'bubble' with the whole College.

In the event that a student or Houseparent is suspected of having COVID-19 they must contact 111 for advice and isolate in their bedrooms/home for the advised period (Currently 14 days), or less if the test proves negative. For full details on managing an outbreak in the boarding house please refer to the COVID-19 Risk Assessment Return to Work.

Houseparents will be made aware of any students that have been identified as 'High Risk' who are living in the boarding house. Please see below under 'Medical Needs' and the COVID-19 Risk Assessment Return to Work for further information.

Child Protection, Safeguarding & e-safety

The Addendum to the Child Protection & Safeguarding policies clearly sets out the expectations of the College in maintaining a safe environment for the students whilst working online, away from the College. It is expected that some students will need to continue to attend online lessons and meetings during Michaelmas term 2020, and possibly beyond.

It is critically important that:

- The best interests of children must always come first
- All staff remain particularly vigilant in regard to the welfare & wellbeing of their students
- Where there is a concern staff must immediately raise it with a member of the safeguarding team:
 - Carole Nyssen
 - Rosemary Finamore
 - Anxo Pena Perez
 - Zig Powell
- Students are identified by camera and/or voice at the start of the lesson and that they continue to interact during the lesson
- Students must notify their teacher if there is another person in the room at the time of a lesson. The teacher will make a note of the name and relationship to the student
- Students are fully briefed by the Senior Tutor about the dangers of being online, in particular online grooming
- Non-attendance in any lesson or meeting is immediately notified to the Senior Tutor.

Crisis Management

The College will follow the guidance of the Government in all cases. In the event of a second pandemic the College will follow the advice of the Government and the Crisis Management policy.

Students, parents, agents, guardians and staff will be kept informed by the Principal at all times.

Curriculum, Teaching & Learning

It is expected that all students will attend classes in September 2020. Classrooms have been fitted with cameras and microphones so that lessons can be recorded, or accessed, by those students who are unable to attend the College physically.

An audit of all classrooms has been undertaken to ascertain how many students would be able to attend a lesson whilst maintaining social distancing. Timetabling has been completed to manage the spaces available, meeting the needs of the group sizes.

Tables and chairs have been arranged to maintain social distancing (currently 1+ metre). In the event that social distancing is no longer required in classrooms the tables and chairs may be moved to suit the needs of the class.

In the event of a localised lockdown, or countrywide lockdown teaching will continue online using MST until the Government deems it safe for students to return to the classroom.

Data Protection

The recording of any 1:1 lesson on Microsoft Teams will remain in place in order to protect both students and staff. These recordings will only be viewed in the event of an allegation or complaint being made. Recordings will be retained for six years (as with staff and student files). Please refer to the Data Protection policy for more information.

Emergency evacuation

The priority in any emergency evacuation is the safety of the staff, students and visitors in the building therefore it may not be possible, or appropriate to maintain social distancing.

It is important that all staff and students know how to evacuate the College buildings quickly and safely. It is also a legal requirement to test the safe evacuation of a building on a regular basis, whilst ensuring that the evacuation is recorded. Therefore, the College will continue to hold practice evacuation tests on a regular basis. However, the College will not carry out the first test evacuation before the results of staff and student screening has been completed and the results known.

Health & Safety

The staff and students will be provided with a visor, for their own use. It is the decision of the staff and students themselves if they chose to use it but in all cases it is the responsibility of the owner of the visor to keep it clean. Equally, if staff or students wish to wear a face covering or disposable gloves whilst in the College it is for them to decide. The College will not enforce the wearing of these PPE items whilst in the College, except for students newly arriving in boarding, or those in quarantine who must leave their room e.g. fire evacuation. Please see 'Boarding' above for further details.

High Risk Staff

Staff who are high risk, and do not need to be physically in work, will be encouraged to work from home. Where staff are high risk and have to be physically present in work the College will endeavour to make reasonable adjustments to try and ensure the safety of that person. For example, a member of staff may be allocated one or two classrooms, instead of multiple rooms, or office space to limit the amount of contact they have with others and the amount of movement within the buildings.

There are 2 levels of higher risk:

- high risk (clinically extremely vulnerable)
- moderate risk (clinically vulnerable)

People at high risk from coronavirus include people who:

- have had an organ transplant
- are having chemotherapy or antibody treatment for cancer, including immunotherapy
- are having an intense course of radiotherapy (radical radiotherapy) for lung cancer
- are having targeted cancer treatments that can affect the immune system (such as protein kinase inhibitors or PARP inhibitors)
- have blood or bone marrow cancer (such as leukaemia, lymphoma or myeloma)
- have had a bone marrow or stem cell transplant in the past 6 months, or are still taking immunosuppressant medicine
- have been told by a doctor they have a severe lung condition (such as cystic fibrosis, severe asthma or severe COPD)
- have a condition that means they have a very high risk of getting infections (such as SCID or sickle cell)
- are taking medicine that makes them much more likely to get infections (such as high doses of steroids or immunosuppressant medicine)
- have a serious heart condition and are pregnant

Information:

If you're at high risk from coronavirus, you should have received a letter from the NHS.

People at moderate risk (clinically vulnerable) from coronavirus include people who:

- are 70 or older
- have a lung condition that's not severe (such as asthma, COPD, emphysema or bronchitis)
- have heart disease (such as heart failure)
- have diabetes

- have chronic kidney disease
- have liver disease (such as hepatitis)
- have a condition affecting the brain or nerves (such as Parkinson's disease, motor neurone disease, multiple sclerosis or cerebral palsy)
- have a condition that means they have a high risk of getting infections
- are taking medicine that can affect the immune system (such as low doses of steroids)
- are very obese (a BMI of 40 or above)
- are pregnant – see advice about pregnancy and coronavirus

PPE will be available for all staff to use.

High Risk Students

The high and moderate categories are the same for students as they are for staff but since the age of the student body is between 15 and 22 years, the overall risk is lower. However, those students identified as being in a high or moderate category will be risk assessed by the College Matron and Vice Principal and, where possible, appropriate adjustments made to help protect those students from contracting COVID-19. For example, we may suggest that a proportion or all of the students learning is undertaken online until it is considered safe for the student to be in College or we may assign the student to one small area of the College.

Medical

Where a member of staff or a student has been identified as being near a person with a positive result for COVID-19 or has symptoms of COVID-19 they will be required to isolate for 14 days under current guidance. A negative test result will enable the member of staff to return to work. Unless the person in isolation becomes so unwell that they are not in a fit position to work or attend classes (in the case of a student), they will continue to work remotely.

Missing Students

The process in place, in the Missing Student Policy, remains in place, irrespective of the situation with COVID-19. Please refer to the policy in all cases.

Searching students

Where it is believed that a student is in possession of an item that is not permitted on College premises a search will be undertaken as per the guidance in the Searching, Screening and Confiscating Policy. However, it is important that social distancing, if in place, is maintained throughout the search, as per Government guidelines, and that disposable gloves and facemask is worn by all staff involved in the search. Staff involved in the search should not put their own health at risk under any circumstances.

Temperature checking

All staff and students entering the two teaching buildings will be automatically temperature checked using a thermal imaging camera. The camera will automatically alert the reception team if the person entering the building has a raised temperature.

All students entering the boarding houses will have their temperatures checked upon arrival and if they start to feel unwell.

Anyone with a high temperature (38 degrees or above) will need to call 111 immediately and follow the advice given.

Visits, Visiting Speakers and Visitors

Education visits should be risk assessed and Government advice checked before approval is given for any external visits. A member of the Senior Management Team (SMT) must approve all visits. College trips that require the use of transport (public and private) will not be permissible until it is safe to do so.

Visiting Speakers will not be permitted into any of the College buildings until it is safe to do so. However, a visiting speaker may address a group of students using MS Teams under the supervision of a teacher or Senior Tutor. The normal process, detailed in the Visiting Speakers policy, must be followed in all cases.

Only where it is essential and unavoidable visitors may be permitted to enter College premises. In **ALL cases, a record of the visitor must be made** and include full name, email and telephone contact details. In **ALL** cases the visitor must declare that they are well and do not exhibit signs of COVID-19, that they have not tested positive in the preceding 5 days and social distancing must be maintained throughout the visit i.e. 2 metres. The member of staff involved with the visitor should wear their visor and may wear a facemask if they wish to. The visitor must wash and then sanitise their hands before moving from the reception area. Where possible, visits should be planned at quiet times during the College day, i.e. not at break and lunchtimes.

Annex A: Health and safety risk assessment

Coronavirus (COVID-19) specific

Everyone needs to assess and manage the risks from coronavirus (COVID-19). This means that the College employers and leaders are required by law to think about the risks the staff and students face and do everything reasonably practicable to minimise them, recognising they cannot completely eliminate the risk of COVID-19. College employers must therefore make sure that a risk assessment has been undertaken to identify the measures needed to reduce the risks from COVID-19 so far as is reasonably practicable and make the College COVID-secure.

Our risk assessment identifies sensible measures to control the risks in the College, and the role of others in supporting that. The risk assessment helps us to decide whether we have done everything we need to. Employers have a legal duty to consult their employees on health and safety in good time. It also makes good sense to involve students (where applicable) and parents in discussions around health and safety decisions to help them understand the reasons for the measures being put in place. Employers can do this by listening and talking to them about how the school will manage risks from COVID-19 and make the College COVID-secure. The people who do the work are often the best people to understand the risks in the workplace and will have a view on how to work safely. Involving them in making decisions shows that the school takes their health and safety seriously.

The College Risk Assessment will be shared with all staff, students and parents. It will be published on our College website to provide transparency of approach to all stakeholders.

The Risk Assessment, with this policy will be reviewed regularly, to ensure that all measures are working and we will take action to address any shortfalls.