



# Coronavirus (COVID-19) Policy

Updated: March 2021

Reviewed: September 2021

## Introduction

The guidance in this policy is written following Government guidelines; Further Education COVID-19 Operational Guidance, published 17 August 2021. As the situation changes, this policy will be subject to change.

The government continues to manage the risk of serious illness from the spread of the virus. Step 4 marked a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk.

As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for 2 doses by mid-September.

Our priority is to deliver face-to-face, high-quality education to all students. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.

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. Please see COVID-19 Risk Assessment.

The Government have worked closely with the Department of Health and Social Care (DHSC) and Public Health England (PHE) to revise this guidance.

### **Mixing and 'bubbles'**

The Government no longer recommend that it is necessary to keep children in consistent groups ('bubbles'). This means that bubbles will not need to be used in College from the autumn term.

The College will make sure our contingency plans (sometimes called outbreak management plans) cover the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.

Any decision to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.

### **Tracing close contacts and isolation**

Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.

As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts in College will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.

Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:

- they are fully vaccinated
- they are below the age of 18 years and 6 months
- they have taken part in or are currently part of an approved COVID-19 vaccine trial
- they are not able to get vaccinated for medical reasons
- Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so. (The College have a supply of PCR tests for this purpose) If a member of staff or student is identified as having been in close contact we will request that they carry out daily LFD tests until they have a negative PCR result.

Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend College, and have been identified as a close contact, should continue to attend College as normal. They do not need to wear a face covering within the College, but it is expected and recommended that these are worn when travelling on public or dedicated transport.

18-year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.

The College will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in College (see Stepping measures up and down section for more information) or if central government offers the area an enhanced response package, a director of public health might advise the College to temporarily reintroduce some control measures.

### **Face coverings**

Face coverings are no longer advised for students, staff and visitors either in classrooms or in communal areas.

The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport.

### **In circumstances where face coverings are recommended**

The College advises that if a member of staff, or a student feels unwell, has a cold or cough that they wear a face covering until they feel better. If a member of staff, or a student wishes to wear a face covering then they may do so. If a member of staff or a student is identified as particularly vulnerable it may be requested that those in close proximity wear a face covering. If we have a substantial increase in the number of positive cases in our College (see Stepping measures up and down section for more information), a director of public health might advise you that face coverings should temporarily be worn in communal areas or classrooms (by students, staff and visitors, unless exempt). Our contingency plans cover this possibility.

In these circumstances, transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. Transparent face coverings may be effective in reducing the spread of COVID-19. However, the evidence to support this is currently very limited. Face coverings (whether transparent or cloth) should fit securely around the face to cover the nose and mouth and be made with a breathable material capable of filtering airborne particles.

The main benefit from a transparent face covering is that they can aid communication, for example enabling lip-reading or allowing for the full visibility of facial expressions, but this should be considered alongside the comfort and breathability of a face covering that contains plastic, which may mean that the face covering is less breathable than layers of cloth.

Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. They may protect the wearer against droplet spread in specific circumstances but are unlikely to be effective in preventing the escape of smaller respiratory particles when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.

No student should be denied education on the grounds of whether they are, or are not, wearing a face covering.

### **Stepping measures up and down**

The College has a contingency plan (sometimes called outbreak management plans) outlining what we would do if, students or staff test positive for COVID-19, and how we would operate if we were advised to take extra measures to help break chains of transmission. Given the detrimental impact that restrictions on education can have on children and young people, any measures in College would only ever be considered as a last resort, and for the shortest amount of time possible.

Central government may offer local areas of particular concern an enhanced response package to help limit increases in transmission.

### **Control measures**

- Ensure good hygiene for everyone
  - Maintain appropriate cleaning regimes
  - Keep occupied spaces well ventilated
  - Follow public Health advice on testing, self-isolation and managing confirmed cases of COVID-19.
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- **Ensure good hygiene for everyone**

### **Hand hygiene**

Frequent and thorough hand cleaning should now be regular practice. You should continue to ensure that you clean your hands regularly. This can be done with soap and water and/or hand sanitiser. Sanitiser stations are in all stairwells and available for classrooms and offices if required.

### **Respiratory hygiene**

The 'catch it, bin it, kill it' approach continues to be very important.

The e-Bug COVID-19 website contains free resources for you, including materials to encourage good hand and respiratory hygiene.

### **Use of personal protective equipment (PPE)**

Most staff in College will not require PPE beyond what you would normally need for your work. We will continue to wear facemasks when serving food in the boarding houses.

**Maintain appropriate cleaning regimes**, using standard products such as detergents. The College will maintain our usual cleaning schedule, with a particular focus on frequently touched surfaces.

PHE has published guidance on the cleaning of non-healthcare settings. <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

### **Keep occupied spaces well ventilated**

When the College is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.

Poorly ventilated spaces, such as stairwells have been identified as part of our risk assessment. By maintaining the one-way system in KES and keep left on other stairwells we have reduced congestion and therefore the amount of time people spend in those areas, as well as reducing the number of people in the stairwells at any one time.

Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors

may also be used (if they are not fire doors and where safe to do so). The College advises staff to open classroom windows throughout the day. In very cold weather it may be necessary to close the windows. In this instance we ask that you open the windows at the end of each lesson to help ventilate the room.

You should balance the need for increased ventilation while maintaining a comfortable temperature.

### **Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19**

When an individual develops COVID-19 symptoms or has a positive test you should follow public health advice on when to self-isolate and what to do. You should not come into College if you have symptoms, have had a positive test result or other reasons requiring you to stay at home due to the risk of passing on COVID-19 (for example, you are required to quarantine).

If anyone in College develops COVID-19 symptoms, however mild, we will send you home and you should follow public health advice.

If a student in the boarding house shows symptoms, they will usually self-isolate in their residential setting so that their usual support can continue, others may then benefit from self-isolating in their family home.

Procedures are in place in the boarding houses and at host's homes to manage those students that are required to isolate. It is important that strict measures are adopted throughout the period in order to protect staff, hosts and other students. Additionally, it is the responsibility of the College to try and maintain the mental wellbeing of students in quarantine and therefore measures are in place to manage this aspect (see COVID-19 Risk Assessment for detail).

For everyone with symptoms, you should avoid using public transport and, wherever possible, be collected by a member of their family or household.

If a student is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. Further information on this can be found in the use of PPE in education, childcare and children's social care settings guidance. <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care> Any rooms they use should be cleaned after they have left.

The household (including any siblings) should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

If you live in the same household as someone with COVID-19, you should stay at home and self-isolate. From 16 August, if you are fully vaccinated or aged under 18 years and 6 months you will not be required to self-isolate if you are a contact of someone who has tested positive for COVID-19.

You could be fined if you do not self-isolate following a notification by NHS Test and Trace. You may be entitled to a one-off payment of £500 through the NHS Test and Trace Support Payment scheme if you are required to stay at home and self-isolate or you are the parent or guardian of a child who has been told to self-isolate.

### **Asymptomatic testing**

Testing remains important in reducing the risk of transmission of infection within the College. That is why, whilst some measures are relaxed, others will remain, and if necessary, in response to the latest epidemiological data, we all need to be prepared to step measures up or down in future depending on local circumstances.

As students will have potentially mix with lots of other people during the summer holidays, all students will receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return in the autumn term.

Students should then continue to test twice weekly at home until the end of September, when this will be reviewed.

Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed.

OxSFC also retains a small asymptomatic testing site (ATS) on-site until further notice so we can offer testing to students who are unable to test themselves at home.

### **Confirmatory PCR tests**

Staff and students with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>  
They will also need to get a free PCR test from Matron or the Reception team to check if they have COVID-19.

Whilst awaiting the PCR result, the individual should continue to self-isolate.

If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the member of staff or student can return to College, as long as the individual doesn't have COVID-19 symptoms.

Additional information on PCR test kits for schools and further education providers is available. <https://www.gov.uk/government/publications/coronavirus-covid-19-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers>

### **Other considerations**

All clinically extremely vulnerable (CEV) children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.

Further information is available in the guidance on supporting pupils at school with medical conditions. <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

OxSFC will ensure that key contractors are aware of the control measures in our College, and ways of working.

### **Admitting children into College**

In most cases, parents and carers will agree that a student with symptoms should not attend the College, given the potential risk to others.

If a parent or carer insists on a student attending our College, we are within our rights to refuse the student if, in our reasonable judgement, it is necessary to protect other students and staff from possible infection with COVID-19. Students who are unable to attend College because they are self-isolating will be able to join their classes virtually via Microsoft teams.

### **Attendance**

College attendance is mandatory for all pupils of compulsory school age (born after the 31/08/2005) and it is a priority to ensure that as many children as possible regularly attend College.

Where a child is required to self-isolate or quarantine because of COVID-19 they should be recorded as code **B** (attending remotely in circumstances related to coronavirus). Where they are unable to attend remotely because they are isolating and not well enough to attend, they should be recorded as code **G** (authorised absence, COVID related).

Please see the Attendance policy.

### **Travel and quarantine**

Where students travel from abroad to attend College, you will explain the rules to students and their parents before they travel to the UK. All students travelling to England must adhere to travel legislation, details of which are set out in government travel advice. <https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england> Please note that this guidance changes frequently and should be referred to every day the new students arrive.

Boarding school students who are ordinarily resident in the UK, including those who are unaccompanied and who are attending boarding schools on a child student visa or student

visa, who have travelled from or through amber list countries (and have not been in a red country in the previous 10 clear days), are exempt from the requirements to quarantine and take a day 8 test.

Those aged 11 to 17 need proof of a negative COVID-19 test <https://www.gov.uk/guidance/coronavirus-covid-19-testing-for-people-travelling-to-england> to travel to England (children aged 10 and under are exempt from this) and those aged 5 to 17 must take a COVID-19 travel test on or before day 2. More information is provided in the government's quarantine and testing guidance <https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england>

Additional guidance has been issued on the quarantine arrangements for boarding school students travelling from red-list countries to attend a boarding school in England. <https://www.gov.uk/government/publications/quarantine-arrangements-for-boarding-school-students-from-red-list-countries> The College has set up a quarantine area for those students who are travelling from red listed countries so that they can remain under the care of the College whilst quarantining.

Parents travelling abroad should bear in mind the impact on their child's education which may result from any requirement to quarantine or isolate upon return.

### **Remote education**

Not all people with COVID-19 have symptoms. Where appropriate, we will support those who need to self-isolate because they have tested positive to work or learn from home if they are well enough to do so.

We will maintain our capacity to deliver high-quality remote education for the next academic year, including for students who are abroad, and facing challenges to return due to COVID-19 travel restrictions, for the period they are abroad.

Independent Schools (not including academies) are only covered by the remote education temporary continuity direction in relation to state-funded pupils in their schools. However, we are still expected to meet the Independent School Standards in full at all times. <https://www.gov.uk/government/publications/regulating-independent-schools>

The remote education provided should be equivalent in length to the core teaching students would receive in College.

We will work collaboratively with families and put in place reasonable adjustments so that students with special educational needs and disabilities (SEND) can successfully access remote education.

Full expectations for remote education, support and resources can be found on the get help with remote education service. <https://get-help-with-remote-education.education.gov.uk/>

### **Pupil wellbeing and support**

Some students may be experiencing a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood. You can access useful links and sources of support on promoting and supporting mental health and wellbeing in schools. <https://www.gov.uk/guidance/mental-health-and-wellbeing-support-in-schools-and-colleges> If you are worried about a student please speak to their Senior Tutor or contact the safeguarding team.

### **Educational visits**

Given the likely gap in COVID-19 related cancellation insurance, if you are considering booking a new visit, whether domestic or international, you are advised to ensure that any new bookings have adequate financial protection in place.

From the start of the new College Michaelmas term, you can go on international visits that have previously been deferred or postponed and organise new international visits for the future.

You should be aware that the travel list (and broader international travel policy) is subject to change and green list countries may be moved into amber or red. The travel lists may change during a visit and you must comply with international travel legislation and you must have contingency plans in place to account for these changes.

Staff should consult with the SMT before making any arrangements to travel abroad with students. The SMT will speak to either our visit provider, commercial insurance company, or the risk protection arrangement (RPA) to assess the protection available. Independent advice on insurance cover and options can be sought from the British Insurance Brokers' Association (BIBA) or Association of British Insurers (ABI).

You must undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. General guidance about educational visits is available and is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP). <https://oeapng.info/> See Educational Visits policy.

### **Wraparound provision and extra-curricular activity**

More information on planning extra-curricular provision can be found in the guidance for providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children. <https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak>

### **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

## **Exams**

For the summer 2022 exams, we do not yet know what is planned Nationally. This section will be amended when the DfE guidance has been received.

## **Appendix A Contingency plan for outbreaks**

### **Summary**

The contingency framework describes the principles of managing local outbreaks of Coronavirus (COVID-19) (including responding to variants of concern) in education and childcare settings, covering:

- the types of measures that settings should be prepared for
- who can recommend these measures and where
- when measures should be lifted
- how decisions are made

Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures described here in individual education and childcare settings as part of their outbreak management responsibilities. Where there is a need to address more widespread issues across an area, ministers will take decisions on an area-by-area basis

### **Introduction**

The Government has made it a national priority that education should continue to operate as normally as possible during the COVID-19 pandemic.

Measures affecting education and childcare may be necessary in some circumstances, for example:

- to help manage a COVID-19 outbreak within a setting
- as part of a package of measures responding to a Variant of Concern (VoC) or to extremely high prevalence of COVID-19 in the community
- to prevent unsustainable pressure on the NHS

All education settings should have contingency plans describing what they would do if students or staff test positive for COVID-19, or how they would operate if they were advised to reintroduce any measures described in this document to help break chains of transmission.

### **Roles and responsibilities**

The College Principal, or his deputy will decide on what measures should be taken under the guidance of the Government, the Department for Education, Department of Health & Social Care, Local Authorities (DsPH and HPTs), and/or NHS Test and Trace depending on the situation at that time.

The Principal will seek advice from Public Health England if the numbers of positive cases in the College is rising at a rate that indicates we may have a local outbreak.

The plan below should be read in conjunction with Government advice at the time and the College COVID-19 Risk Assessment.

### **Testing**

In the event that the College needs to increase its testing capacity there may be a need to commandeer the Student Common room. The College will ensure that there are sufficient testing kits at all times to meet the demand and that there are staff that can be temporarily

redeployed to administer or manage the tests. Access to the 'test centre' will be provided prior to the start of lessons, at break and lunch times and within the boarding houses, for boarders at any time.

### **Face Coverings**

In all cases educational and wellbeing drawbacks in the recommended use of face coverings should be balanced with the benefits in managing transmission. Therefore, where possible the use of face coverings may be restricted to certain areas, e.g. in communal areas such as reception, the stairs and corridors, the student common room or where social distancing cannot take place.

The College will retain a supply of disposable face coverings for use by staff and students in the event they are required.

### **Shielding**

The College is well prepared to manage online learning if shielding becomes a requirement. Shielding will be restricted to those that are at high risk, where possible to reduce disruption to a minimum, but the expectation will be that those involved will revert to online teaching and learning so that education is not lost.

### **Educational visits and activities**

In the event of an outbreak, either locally or nationally it may be prudent to stop all planned visits and activities for a period of time. Those staff planning visits and activities for their students should consider alternative options so that the educational aspect is not lost, e.g. you may choose to experience an exhibition remotely and individually rather than visiting in person.

### **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.

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 (MST) will be consistently used across the College in order to allow safe interaction, assessment and feedback.
- staff who require training will be supported 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 Assistant Principal Academic Administration will work with families to deliver a broad and ambitious curriculum.

When teaching students 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.

Where the teacher is providing a 1:1 lesson with a student using MST the teacher must record the teaching session.

## **Appendix B**

## **A-Z policy support**

### **Admissions**

Where possible, interviews for new students will take place on-line using Microsoft Teams or by telephone, using the member of staff's College account. Where this is not possible, the prospective student and their parent/s 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 and should 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 have not 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 and visitors may wear a face mask, but it is currently optional. Physical contact should 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 should be completed at the quietest times of the day i.e. when classes are taking place and not at break or lunchtimes.

### **Boarding**

Visitors will not be allowed into the College boarding houses 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, will be asked to wear a face mask. 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. The wearing of face masks is not mandatory, but it is recommended in enclosed areas, and when serving food. Students are not required, and must not be forced to wear PPE.

During quarantine periods social distancing must be maintained in accordance with Government guidelines. Food and drinks 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.

In the event that a student or Houseparent is suspected of having COVID-19 (they have symptoms) they must contact 119 for advice. The staff member, or student, will be offered a Rapid-result test and must go home or to their room to isolate until they have a negative PCR test or have isolated for 10 days.

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 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.

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 and, in particular online grooming
- Non-attendance in any lesson or meeting is immediately notified to the Senior Tutor who will follow up without delay.

### **Crisis Management**

The College will follow the guidance of the Government in all cases. In the event of another pandemic outbreak 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 throughout the academic year. 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.

In the event of a localised lockdown, or countrywide lockdown we will be advised by the Government on whether we remain open physically, however teaching will always continue online using MST until the Government deems it safe for students to return to the classroom.

### **Data Protection**

The recording of lessons 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 of 1:1 lesson's will be retained for six years (as with staff and student files). Group lessons will be retained until summer 2024, or when the last of the current cohort will have left the College. 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. In this instance both staircases in KES will be used to get staff and students down to the ground floor.

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.

### **Health & Safety**

The College will do everything possible, within the realms of the Government guidelines, to keep staff and students safe.

### **Medical**

Where a member of staff or a student has been identified as being a close contact with a person with a positive result for COVID-19 or has symptoms of COVID-19 they will be required to either take a Rapid-result test or LFD daily. If the person tested has a positive result they must go into isolation and take a PCR test. If the PCR test is positive, they must isolate for 10 days, if negative they can finish their isolation the day the result is received.

### **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.

### **Temperature checking**

There are two thermal imaging cameras; KES and KES2. Staff and students entering the buildings may use them as an indicator that their temperature is higher than normal but should be aware that this could indicate they have picked up a bug or a virus, it does not necessarily mean it is COVID.

Anyone with a high temperature (38 degrees or above) will be offered a Rapid-result or LFD test. The College Matron will advise and guide the staff or student concerned.

### **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.

Visiting Speakers may be permitted into the College buildings as long as it is safe to do so at the time. As an alternative, 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.

Where possible, visits should be planned at quiet times during the College Day, i.e., not at break and lunchtimes.

For further information please refer to the College COVID-19 Risk Assessment