Scarborough UTC

Coronavirus (COVID-19) Contingency Plan Policy

Contents:

Statement of intent

If a local area sees a spike in coronavirus (COVID-19) infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread – these measures could include the partial closure of schools in the area.

This document outlines how the college will operate if a local lockdown is implemented. If a local lockdown is implemented in our area, the college will work closely with the local health protection team (HPT) and implement provisions as advised by the team.

This is a live document that will be reviewed by the principal in conjunction with other key stakeholders as and when the situation develops.

	Principal	Date:	
	Chair of Governing Board	Date:	

1. On-site provision

Students

1.1. The college will continue to offer on-site provisions for eligible students – eligible students are likely to be vulnerable students and children of critical workers.

1.2. The number of students who will be attending college from these groups will be identified by contacting parents via email and text – this number will be used to agree what staffing resource is required.

1.3. Vulnerable students and children of critical workers are permitted to travel into and out of the area for education – this includes parents taking their children to college.

1.4. In circumstances where a parent or carer of a child with a social worker does not want their child to attend the college, the college and the child's social worker will explore the reasons for this directly with the parent or carer, and work together with them to support the child to attend.

1.5. The principal will work will all relevant staff to decide appropriate pupil bubbles. We will work on the basic principle that class sizes are halved (with no more than 15 students per bubble) and that one teacher will be allocated to each bubble. Where there are teacher shortages, support staff may be asked to lead groups under the direction of a teacher. We will also ensure that support is in place for those students with SEND who are attending college.

1.6. Students will be kept in the same bubbles at all times each day, and different groups will not mix during the day, or on subsequent days. Due to size of staff and subject specialisms it is necessary for teachers and other staff, to operate across different classes and year groups in order to facilitate the delivery of the college timetable.

2. Staff

2.1. Critical workers, which includes college staff, are permitted to travel into and out of the lockdown areas to get to work, in order to maintain provision for students who will be attending on-site provision.

2.2. If shielding measures are reintroduced due to the local lockdown, affected members of staff will be supported to work from home or the appropriate leave or pay measures will be discussed.

2.3. Staff with roles that must be undertaken on site (e.g. teachers) will be asked to come into college to deliver provision, unless they are shielding or self-isolating. Staff members who are able to carry out their role from home will be supported to do so.

2.4. An audit of all staff will be conducted to assess who is able to work on site and who will need to work from home due to their underlying health issues or those of the people they live with. The audit will be reviewed on a continuous basis to establish whether the circumstances of any staff member have changed.

3. Infection prevention and control

3.1. The college's Infection Control Policy will continue to be adhered to – this policy meets the requirements set out in the DfE's system of controls. See Risk Assessment for Wider Reopening of School at APPENDIX 2.

3.2. Any member of the college community who displays symptoms of coronavirus will be encouraged to get a test. Tests can be booked online or ordered by telephone via NHS 119. Essential workers, including college staff, have priority access to testing.

3.3. If a pupil develops symptoms of coronavirus while on site, they will be taken to a designated isolation area while they wait to be collected. If required, the pupil will be supervised while they await collection. If the supervising member of staff is unable to maintain social distancing, e.g. due to the pupil's age or needs, they will wear PPE. After the pupil has left the premises, any areas they were in will be cleaned. The pupil's parents will be encouraged to get their child tested. The pupil will be required to self-isolate for at least 10 days – remote education will be arranged for them immediately.

3.4. If a staff member develops symptoms while on site, they will be directed to go home to self-isolate and to get a test. Cover arrangements will be put in place.

3.5. Any staff members or students who have been in close contact with a symptomatic individual do not need to self-isolate unless they develop symptoms themselves or the individual subsequently tests positive.

3.6. If an individual tests positive, the college will contact the local HPT. The individual's close contacts at college will be sent home to self-isolate for 14 days and encouraged to get a test. If more individuals test positive, the college will follow advice from the local HPT, which may include requiring more people to self-isolate.

3.7. See Appendix 1 for The Positive Case Checklist.

4. Transport

4.1. Students and staff that have to attend college will be encouraged to walk or cycle wherever possible and to avoid public transport. If students and staff need to use public transport, they will be reminded that those over the age of 11 are required to wear a face covering while travelling.

5. Remote education

5.1. If a local lockdown is implemented, the college will offer immediate access to remote education for students who are required to remain at home. If there is not a local lockdown, but a single class or bubble needs to self-isolate, the college will immediately implement remote learning for that group.

5.2. All remote learning will be delivered in line with the college's Student Remote Learning Policy. See APPENDIX 3.

6. Teaching and learning

6.1. This All students will have access to high-quality education when remote working.

6.2. The college will use a range of teaching methods to cater for all different learning styles. This includes:

- [Include a list of the college's different learning methods, e.g. using comprehension, quizzes and online materials.]

6.3. Teachers will ensure lessons are inclusive for all students and can be adapted to account for the needs of disadvantaged students and students with SEND.

6.4. When teaching students who are working remotely, teachers will:

- Set assignments so that students have meaningful and ambitious work each day.

- Deliver a planned, coherent and well-sequenced curriculum which allows skills to be built incrementally.

- Provide frequent, clear explanations of new content through high-quality curriculum resources, including through educational videos.

- Assess progress by using questions and other suitable tasks and be clear on how regularly work will be checked.

- 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

6.5. All provisions for remote learning will be subject to the class group's age, ability and/or any SEND.

6.6. In exceptional circumstances, the college may reduce its curriculum offering to enable students to cope with the workload – the principal will assess this need, keeping students' best interests in mind, and will not take the decision lightly.

6.7. Teachers will continue to make use of formative assessments throughout the academic year, e.g. quizzes.

6.8. The college will utilise the support available through the DfE's 'Get help with technology during coronavirus (COVID-19)' scheme. Under the scheme, the college can order laptops, tablets and 4G wireless routers to support the following groups of

students if they do not have access to a digital device or the internet through other means:

- Students in Years 3 to 11

- Clinically extremely vulnerable children across all year groups who are shielding or self-isolating in line with government and/or clinical advice

- Children in all year groups who are unable to access remote education whilst attending college on a hospital site

6.9. Before distributing devices, the college will ensure:

- The devices are set up to access remote education.

- Appropriate safeguarding controls and support are in place to help students and their families use the devices safely

6.10. Once devices are ready for collection, the college will either arrange for them to be collected by families from college or delivered to students' homes, ensuring infection control measures are adhered to as part of this process.

6.11. **[Make sure you include specific information in this section regarding your college's approach to remote education, including the tools that will be used and how students can access the learning.]**

7. Returning to college

7.1. The principal will work with the LA to ensure students only return to college when it is safe for them to do so. Prior to the return of more students and staff, all relevant risk assessments will be reviewed.

7.2. After a period of self-isolation, or the lessening of local lockdown rules, the principal will inform parents when their child will return to college.

7.3. The principal will listen to all concerns that parents may have about their child returning to college and will advise them of the measures in place to ensure the safety of their child.

8. Safeguarding

8.1. Ensuring safeguarding arrangements remain effective while the college is partially closed is a key priority.

8.2. Our Child Protection and Safeguarding Policy was updated during the national lockdown to include provisions for keeping students safe during the coronavirus pandemic – we will continue to follow these procedures for students who remain at home, where appropriate, until all students are able to return to college. See APPENDIX 4.

8.3. We will continue to ensure that:

- The best interests of students always come first.

- If anyone in the college has a safeguarding concern about a pupil, they act immediately.

- A DSL or deputy DSL is always available.

- Unsuitable individuals are not permitted to work with students or come into contact with students whilst on site.

- Students who remain at home are protected when they are online.

9. Food provision

9.1. [The government has not released guidance on how FSM provision would work during a local lockdown – some example text has been provided and will be updated in line with any new guidance.]

9.2. We will ensure measures are in place so that meals can be prepared and served safely for students who remain on site.

9.3. The college catering team will work with our food providers to ensure we can continue offering FSM to students and families who are eligible.

10. Communication

10.1. The college will communicate its plan for a local lockdown with parents, including whether it will remain open to vulnerable students and children of critical workers, or if remote working will be applicable for all.

10.2. All relevant stakeholders will be kept up-to-date with the circumstances of the local lockdown and how it affects the college as they develop.

10.3. If any member of the college community wishes to discuss any concerns relating to the college's provision during this period, they should contact the following as appropriate.

- Staff – their line manager

- Students – their class teacher or member of pastoral staff

- Parents – the principal

11. Monitoring and review

11.1. This plan will be reviewed continually in line with guidance from the government and Public Health England (PHE).

11.2. Any changes to the plan will be communicated to all relevant stakeholders.