

Chadsgrove Educational Trust Specialist College



Contingency Plan **for the management of COVID-19-19 Outbreaks**

Contingency Plan for the management of COVID-19 Outbreaks

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Introduction

This Contingency Plan identifies the outbreak management actions CET will take if students or staff test positive for COVID-19 and how the College will operate if advised to reintroduce any measures to help break chains of transmission.

The overarching objective of this plan is to maximise the number of young people in face-to-face education and minimise any disruption to learning in a way that best manages the COVID-19 risk. In all cases, any benefits in managing transmission will be weighed against any educational drawbacks.

Attendance restrictions will only ever be considered as a last resort and for the shortest amount of time possible. CET will keep all measures under regular review and lift them as soon as the evidence supports doing so.

Roles and Responsibilities

Worcestershire Local Authority, Directors of Public Health (DsPH) via the Local Outbreak Response Team (LORT), and Health Protection Teams (HPTs) are responsible for managing localised outbreaks. They provide health protection support and advice to education settings.

An important element of operation is that this plan is reviewed regularly and kept up to date with changes in national guidance. It is the College's responsibility to stay up to date with current, new and emerging national guidance.

Role	Who	
Production of the plan	College Business Manager	Iain Chatwin
Authorisation of the plan	Directors	
Updating the plan in the light of new guidance and situations	College Business Manager	Iain Chatwin
Review of the plan	College Leadership Team	Deb Rattley/Rebecca Gayden
Implementation of the plan	All Staff	

It may be necessary to implement the measures in this plan to manage a COVID-19 outbreak within the College. If an outbreak occurs, we will work with Worcestershire Local Outbreak Response Team (LORT) to seek Public Health advice and manage the outbreak. The thresholds below are an indication that intervention, support, advice or guidance from the LORT may be required.

Department for Education (DfE) operational guidance (<https://www.gov.uk/government/collections/further-and-higher-education-coronavirus-COVID-19>) sets out the measures that all education settings should have in place to manage transmission of COVID-19 day to day. The College will take extra action if the number of positive cases substantially increases as this could indicate transmission is happening within the College. The thresholds that will be used by the College as an indication for when to seek public health advice will be:

- 2 students and/or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period
- If a student or staff member is admitted to hospital with COVID-19

The LORT, or a Health Protection Team, may give advice reflecting the local situation, and the thresholds above may be revised locally in response to high infection rates in the community or in response to a 'variant of concern' (VoC).

Actions

When a threshold is reached, the College will review and reinforce the testing, hygiene and ventilation measures already in place, and contact public health by phoning the LORT.

The College will follow any advice issued by a Director of Public Health (DPH), or a Health Protection Team (HPT) if they judge that additional action should be taken.

Education settings are no longer expected to conduct routine contact tracing. As with positive cases in any other setting, NHS Test and Trace will work with either the positive case or parent carer/advocates/advocates of the positive case to identify close contacts.

To ensure eligible individuals identified as a close contact can access Test and Trace Support Payments, the College may consider providing staff details to the NHS Self Isolation Hub when:

- a staff member who was in close contact with the person testing positive has indicated they are not exempt from self-isolation, but the person testing positive was unable to provide that person's details to NHS Test and Trace
- it is particularly difficult for the person testing positive to identify or provide details of some members of staff they were in contact with, for example, temporary workers such as supply staff, peripatetic teachers, contractors or ancillary staff

	<p>Hand sanitiser will be made available in every room for staff to use during the day.</p> <p>Hand washing signs will be displayed in toilets and signs distributed around College.</p>		
<p>Routine Error! Reference source not found.</p> <p>Families and staff can access tests here: Order coronavirus (COVID-19) rapid lateral flow tests – GOV.UK (www.gov.uk)</p>	<p>The majority of staff are continuing with twice weekly testing procedures (at home) and reporting their results through an online reporting form and via the government website.</p> <p>We will review the COVID-19 testing measures in place. If advised, we will increase the use of home testing by students and staff. We will remind parent carer/advocates/advocates about the importance of arranging a PCR test for students and double vaccinated people who are close contacts of positive cases. We will also remind parent carer/advocates/advocates of the additional precautionary steps that close contacts should take to reduce transmission.</p> <p>We will attempt to increase home testing frequency and/or uptake through the following:</p> <ul style="list-style-type: none"> • pre-prepared letter to promote home testing and communicate arrangements • offer to send testing kits home to families that request them 	<p>Reintroduction of onsite testing if the area is offered an enhanced response package or the College is in an enduring transmission area, where agreed between DPH and College.</p> <p>If we reintroduce on-site asymptomatic testing, we will liaise with Catshill Social Club (previously used as our testing site) to explore the possibility of using their site during College hours. If not, we will work with Chadsgrove School to identify a suitable location for this testing to take place within.</p>	<p>The Testing Team</p>
<p>Ventilation</p> <p>Ventilation of indoor spaces to stop the spread of coronavirus (COVID-19) - GOV.UK (www.gov.uk)</p>	<p>See College’s previous tiered risk assessment, which will be reviewed if the threshold is reached.</p> <p>All occupied spaces to be kept well ventilated – e.g. windows and doors in the hall to be kept open to ensure fresh air flow.</p>		<p>All Staff</p>

	<p>Students to take part in regular opportunities for outside activities (when weather permits).</p> <p>Good ventilation reduces the concentration of the virus in the air, which reduces the risks from airborne transmission. This happens when people breathe in small particles (aerosols) in the air after someone with the virus has occupied an enclosed area.</p> <p>When the setting is in operation, it is important to ensure it is well ventilated and a comfortable teaching and learning environment is maintained.</p> <p>These can be achieved by a variety of measures including: natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air. If necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so).</p> <p>The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus (COVID-19) outbreak and CIBSE coronavirus (COVID-19) Advice provides more information.</p>		
<p>Cleaning</p> <p>COVID-19: cleaning in non-healthcare settings outside the home - GOV.UK (www.gov.uk)</p>	<p>See College’s previous tiered risk assessment, which will be reviewed if the threshold is reached.</p> <p>All rooms used are thoroughly cleaned in accordance with DfE guidance before and after College hours by our team of cleaners.</p> <p>Disinfectant and wipes available in College to use on surfaces and resources.</p>		<p>College Leadership Team</p> <p>Site Managers</p>

	<p>Any equipment or resources used will be wiped down with a disinfectant wipe after use.</p> <p>Cleaning materials provided for cleaning kettles, fridges, microwaves, cupboard handles and other contact points, (such as lids or handles).</p> <p>Staff to be made aware of and frequently reminded of the potential risk of transmission from shared kitchen areas and equipment, e.g. kettles.</p> <p>Staff to keep high standards of hygiene in all areas. For example, staff to make their own refreshments such as cups of tea, and to bring their own milk, cups and spoons.</p> <p>Staff to wipe down shared resources such as kettles before and immediately after each use with a disinfectant wipe.</p> <p>Details of additional cleaning that will be introduced on reaching the threshold:</p> <p>In the case of a positive test result of COVID-19 then areas where the student/staff member has been will be closed off. Site Manager/cleaning staff, wearing gloves and apron will use disposable cloths, mop and clean the contaminated area with warm soapy water and then clean with disinfectant. The cloths, gloves and apron will be double bagged, stored for 72 hours, and then put in the outside waste bin.</p> <p>If the area has been heavily contaminated e.g. visible bodily fluids from a person with COVID-19, the person cleaning will need to wear eye protection and face mask.</p> <p>Once complete Site Manager/Cleaners will need to wash their hands with soap.</p> <p>Site Managers always on site every day to do this.</p>	<p>College has sufficient quantities of appropriate cleaning products, (should these be required). Regular reviews of stock. New stock to be ordered if required.</p>	<p>College Administration</p> <p>Site Managers</p>
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<p>Outdoor activities</p> <p>See guidance, page 22, here: Contingency framework: education and childcare settings (publishing.service.gov.uk)</p>	<p>The College will review whether any activities can be undertaken outdoors.</p> <p>Students to take part in regular opportunities for outside activities (when weather permits). Some activities may be moved outside (weather permitting) if the threshold is reached. Some students may be able to eat their lunches outside. It may not be possible to access some shared areas (such as Rebound Therapy and hydrotherapy pool) or limit their usage to high priority groups.</p>		College Tutors
<p>Cases in staff</p> <p>Contingency framework: education and childcare settings (publishing.service.gov.uk)</p> <p>NHS Test and Trace in the workplace - GOV.UK (www.gov.uk)</p>	<p>We will liaise with the Self-Isolation Service Hub as soon as we are made aware of any staff who have tested positive.</p> <p>Anyone with a positive LFD test should self-isolate and arrange an immediate PCR test (at least within 2 days of the positive LFD test). They must self-isolate (as advised by government guidance) until the test result is received. If the PCR result is negative, they can return to the setting as long as they are without COVID-19 symptoms.</p> <p>If a student or member of staff falls ill with any COVID-19 symptoms whilst at College:</p> <ul style="list-style-type: none"> • Isolate the student/staff member in a ventilated area separate from other students and staff. The designated isolation room is the Sun Room. • Ask parent carer/advocates/advocates to collect a student immediately - avoid using public transport. • If a member of staff becomes ill they will need go home and get tested. The member of CLT on site should be notified immediately. 	To remain up-to-date with the government/public health guidance on self-isolation periods.	College Leadership Team

	<ul style="list-style-type: none"> • Inform the parent carer/advocates/advocates they should arrange for a PCR test to be undertaken that day or as soon as possible. • Inform the parent carer/advocates/advocates that their household will need to self-isolate until the PCR test result is received. • Contact the LORT with details of the positive case using the checklist provided. <p>Contacting the Local Outbreak Response Team (LORT): In the event of a suspected outbreak (several cases in the previous fortnight) contact the LORT for Public Health advice and guidance.</p> <p>Mon to Fri 9am – 5pm Sat & Sun 10am – 4pm</p> <p>Telephone: 01905 845491 Email: WCCHealthProtection@worcestershire.gov.uk</p> <p>(i) If a student is awaiting collection, they should be left in a room on their own if possible and safe to do so. The named isolation room for the College is the Sun Room. 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 guidance. Any rooms they use should be cleaned after they have left. If the student needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p>		<p>Deb Rattley/ Rebecca Gayden</p>
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	<p>Personal protective equipment (PPE) must be worn by staff caring for the student while they await collection if a distance of 2 metres cannot be maintained (such as for a student with complex needs).</p> <p>(ii) It will be the responsibility of the staff member and parent carer/advocate/advocate of the student showing symptoms to get tested. If testing positive then they should isolate for 10 days. College will not request evidence of negative test results or other medical evidence before admitting students or welcoming them back after self-isolation (in line with government guidance).</p>		
<p>Educational Visits (including residential)</p> <p>Limitations may be advised by the LORT</p>	<p>See College’s previous tiered risk assessment, which will be reviewed if the threshold is reached.</p> <p>Any attendance restrictions should be reflected in the visits risk assessment and College leaders will consider carefully if the educational visit is still appropriate and safe. Only students who are attending the setting should go on an educational visit. College leaders will consult the health and safety guidance on educational visits when considering visits.</p> <p>Should local case numbers rise to significant levels, we will review the individual risk assessments for educational visits to consider whether these are safe to continue with or could be postponed until safe to do so. Staff will need to consider whether the venue is well ventilated (or outside) and whether the venue has any specific control measures in place, e.g. numbers of people at the venue, etc.</p> <p>Staff should also consider whether there are further COVID-19 specific control measures that can be applied in the event of the threshold for action being met, such as additional hand</p>	<p>Parent carer/advocates/advocates, students and staff will be informed promptly about the introduction of control measures. This will be done via email once a decision has been made.</p> <p>If recommended, we will limit:</p> <ul style="list-style-type: none"> • Residential educational visits • Open days • Transition or taster days • Parent carer/advocates/advocates coming into College • Live performances 	<p>College Leadership Team</p> <p>Trip Leaders</p>

	sanitising, the wearing of RP2 masks, smaller group sizes, etc. and include these in their risk assessment.		
Open /Taster/Transition days Limitations may be recommended by the LORT	See College’s previous tiered risk assessment, which will be reviewed if the threshold is reached. In the event of the threshold for action being met, we will review all events in College and visitors to College. It may be necessary to implement COVID-19 specific control measures, such as reverting to all meetings/events being run remotely (online) to reduce footfall within the building and reduce the increased risk of visitors bringing infection into the premises.	We will follow Local Public Health guidance on local infection rates. As above.	College Leadership Team
Parental Attendance Limitations may be recommended by the LORT	See College’s previous tiered risk assessment, which will be reviewed if the threshold is reached. As above, in the event of the threshold for action being met, we will review all parental visits to College. It may be necessary to implement COVID-19 specific control measures, such as reverting to all Annual Review meetings/events being run remotely (online) to reduce footfall within the building and reduce the increased risk of visitors bringing infection into the premises.	We will follow Local Public Health guidance on local infection rates. As above.	College Leadership Team
Performances and Sport Limitations may be recommended by the LORT Events and attractions - Working safely during coronavirus (COVID-19): guidance from Step 4 -	See College’s previous tiered risk assessment, which will be reviewed if the threshold is reached. As above, in the event of the threshold for action being met, we will review all sporting events and performances. It may be necessary to implement COVID-19 specific control measures, such as all sporting events being run as individual participant sessions. Similarly, performances may need to be recorded and streamed remotely (online) to reduce footfall	We will follow Local Public Health guidance on local infection rates. As above.	College Leadership Team

<p>Guidance - GOV.UK (www.gov.uk)</p> <p>Coronavirus (COVID-19): grassroots sports guidance for the public and sport providers - GOV.UK (www.gov.uk)</p>	<p>within the building and reduce the increased risk of visitors bringing infection into the premises.</p>		
<p>Work with the LORT in the event of an outbreak</p>	<p>If the number of cases meets the threshold and there are links in time and or place between the cases, we will work with Worcestershire LORT to identify outbreak management control measures to be implemented.</p> <p>We will contact the LORT with details of any positive cases using the checklist provided.</p> <p>Contacting the LORT: In the event of a suspected outbreak (several cases in the previous fortnight) please contact the LORT for Public Health advice and guidance.</p> <p>Mon to Fri 9am – 5pm Sat & Sun 10am – 4pm</p> <p>Telephone: 01905 845491 Email: WCCHealthProtection@worcestershire.gov.uk</p> <p>Note: When one of the thresholds is met, the College will review the testing, hygiene and ventilation measures already in place.</p> <p>The College will also seek public health advice from a director of public health or health protection team. Deb Rattley (Principal) or Bec Gayden (Vice Principal) will be responsible</p>		<p>Principal & Deputy Principal</p>

	for seeking this advice, and will do so by telephoning the DfE helpline (0800 046 8687) or the LORT.		
Advice to anyone (staff or student) who is known to be at increased risk of severe infection	<p>See College’s previous tiered risk assessment, which will be reviewed if the threshold is reached.</p> <p>We will adhere to national guidance on the reintroduction of shielding, which would apply to those on the shielded patient list (SPL) (https://digital.nhs.uk/coronavirus/shielded-patient-list).</p> <p>College will hold a list of any staff and students that were previously advised to shield.</p> <p>We will speak to individuals required to shield about additional protective measures in College or arrangements for home working or learning.</p>		Principal & Vice Principal

Stage 2. On reaching the threshold, after consultation with the LORT. Implemented by College.

<p>Outbreak Management Principle</p>	<p>How College will implement this requirement quickly; consider:</p> <p>Resources, staffing, processes, layouts, timings, communications, training</p>	<p>Constraints to be addressed in advance.</p> <p>Indicate when constraints have been managed - date/colour code to differentiate.</p>	<p>Who will implement in the event of an outbreak?</p>
<p>In College asymptomatic testing site (ATS)</p> <p>ATS is only for implementation after consultation and advice from the LORT/Public Health Consultant.</p>	<p>We may, if advised, reintroduce an asymptomatic testing site (ATS) at our school.</p> <p>Reintroducing asymptomatic testing on-site</p> <ul style="list-style-type: none"> • Testing Team to be re-convened • As previously, staff would be allocated time slots to attend testing site • Where testing will take place – If we are required to reintroduce on-site asymptomatic testing, we will liaise with Catshill Social Club (previously used as our testing site) to explore the possibility of using their site during school hours. If not, we will work with Chadsgrove School to identify a suitable location for this testing to take place within. • Should we be advised to replace home testing with asymptomatic testing on-site, then all staff who have contact with the students would be required to receive a twice weekly test. 		<p>The Testing Team</p>

	<ul style="list-style-type: none"> • Staffing arrangements – As previously, we may need to liaise with the LORT to assist with additional staffing to support testing (if off-site). • Should some staff need to self-isolate due to positive test results, this may result in some other staff being re-deployed. Although this would be a last resort, some activities may need to close for a period of time until staffing levels are sufficient to make it safe. 		
<p>Face Coverings</p> <p>Only for implementation after consultation and advice from the LORT/Public Health Consultant</p>	<p>It may be advised that face coverings should temporarily be worn in education settings in our area. This may include students and staff, unless exempt. Any guidance should allow for reasonable exemptions for their use.</p> <p>These measures may temporarily be advised:</p> <ul style="list-style-type: none"> • for an individual setting only, by DPH as part of their responsibilities in outbreak management • for settings across areas that have been offered an enhanced response package, or are in an enduring transmission area, where settings and DPH decide it is appropriate <p>In all cases any educational and wellbeing drawbacks in the recommended use of face coverings should be balanced with the benefits in managing transmission.</p> <p>If advised, students, staff and visitors who are not exempt from wearing a face covering:</p> <ul style="list-style-type: none"> • will be asked to keep on, or put on, a face covering when arriving at school and moving around indoors in places where social distancing is difficult to maintain, such as in communal areas <p>and/or:</p>	<p>Weekly checks on stock levels will need to take place, so that new stock can be ordered in advance of supplies running out.</p>	<p>College Leadership Team</p> <p>College Administration</p>

	<ul style="list-style-type: none"> • Will be asked to wear a face covering in rooms or during activities, unless social distancing can be maintained or a face covering would impact on the ability to take part • We have a stock of RP2 face masks which can be made available to those arriving at the College without one • We will communicate these arrangements to visitors, parent carer/advocates/advocates and students via letters and texts home, and in briefings and emails to staff • During briefings and staff meetings, staff will be re-trained and reminded about safe use, storage and disposal of face coverings • New stock will be ordered in advance of supplies running out 		
<p>Restricting group mixing</p> <p>Only for implementation after consultation and advice from the LORT/Public Health Consultant.</p>	<p>Arrangements for the temporary reduction of mixing between groups should this action be advised:</p> <p>We will refer to and review our previous tiered risk assessment and may implement previous control measures such as:</p> <ul style="list-style-type: none"> • Split lunches and zoned break/lunch time arrangements to reduce mixing between groups • It may not be possible to access some shared areas (such as Rebound Therapy and hydrotherapy pool) or limit their usage to high priority groups. • We made need to limit movement around College and mixing of groups. 		College Leadership Team
<p>Error! Reference source not found.</p> <p>Only for implementation after re-introduction by national government.</p>	<p>Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be clinically extremely vulnerable (CEV) will not be advised to shield again.</p> <p>Individuals previously identified as CEV are advised to continue to follow the guidance on how to stay safe and help prevent the spread of COVID-19</p>		College Leadership Team

<p>Actions for early years and childcare providers during the COVID-19 pandemic - GOV.UK (www.gov.uk)</p>	<p>(https://www.gov.uk/guidance/COVID-19-coronavirus-restrictions-what-you-can-and-cannot-do). Individuals should consider advice from their health professional on whether additional precautions are right for them.</p> <p>We will adhere to national guidance on the reintroduction of shielding, which would apply to those on the shielded patient list (SPL) (https://digital.nhs.uk/coronavirus/shielded-patient-list).</p> <p>College will hold a list of any staff and students that were previously advised to shield.</p> <p>We will speak to individuals required to shield about additional protective measures in College or arrangements for home working or learning.</p>		
<p>Error! Reference source not found.</p> <p>Only for implementation after consultation and advice from the LORT/Public Health Consultant.</p> <p>Contingency framework: education and childcare settings - GOV.UK (www.gov.uk)</p>	<p>Attendance restrictions will only be considered as a short-term measure and as a last resort:</p> <ul style="list-style-type: none"> • on public health advice in extreme cases where other recommended measures have not broken chains of in-setting transmission • on government advice in order to suppress or manage a dangerous variant and to prevent unsustainable pressure on the NHS <p>In all circumstances, priority will continue to be given to vulnerable young people and dependents of critical workers to attend to their normal timetables. DfE may advise on any other groups that should be prioritised.</p>		<p>Principal & Vice Principal</p>

	<p>Attendance restrictions will only be advised as a last resort. If advised and agreed by the Board of Directors we will implement the measures in this section.</p> <p>In the first instance, we will stay open for vulnerable students and dependents of critical workers.</p> <p>In this scenario, all other students will be required to stay at home and will receive remote education.</p> <p>The College will provide meal options for all students who are in College. Meals will be available free of charge to all students who meet the benefits-related free meals eligibility criteria.</p> <p>The College will continue to support students who usually receive free meals, but who are not attending College because they have had symptoms or a positive test result themselves, or who are studying remotely due to COVID-19. This includes students who are newly eligible. This support will be in the form of a meal or vouchers, There is further guidance on free meals in further education-funded institutions (https://www.gov.uk/guidance/free-meals-in-further-education-funded-institutions-guide-for-the-2021-to-2022-academic-year).</p>		<p>Administration Staff</p> <p>College Business Manager</p>
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	<p>Safeguarding:</p> <p>The College will continue to have regard to relevant statutory safeguarding guidance.</p> <p>It is expected that the College will have a trained DSL (or deputy) available on site. However, it is recognised that there may be operational challenges to this. In such cases:</p> <ul style="list-style-type: none"> • A trained DSL (or deputy) from the College can be available to be contacted via phone or online video, for example if working from home • Sharing trained DSLs (or deputies) with schools or other FE providers (who should be available to be contacted via phone or online video) <p>Where a trained DSL (or deputy) is not on-site, in addition to one of the 2 options, a senior leader should take responsibility for co-ordinating safeguarding on site.</p> <p>Where vulnerable young people are absent, the College will:</p> <ul style="list-style-type: none"> • Follow up with the parent carer/advocate/advocate, working with the local authority and social worker (where applicable), to explore the reason for absence and discuss concerns • Encourage the student to attend College, working with the local authority and social worker (where applicable), particularly where the social worker agrees that the student's attendance would be appropriate • Focus the discussions on the welfare of the student and ensure that the student is able to access appropriate education and support while they are at home 		<p>DSL DDSL</p>
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	<ul style="list-style-type: none"> • Have in place procedures to maintain contact, ensure students are able to access remote education support as required, and regularly check if they are doing so <p>If the College needs to temporarily stop onsite provision on public health advice, we will discuss alternative arrangements for vulnerable students with the local authority.</p>		
<p>Maintaining quantity and quality of education and care</p> <p>Contingency framework: education and childcare settings (publishing.service.gov.uk)</p>	<p>We will aim to deliver remote education that meets the same quality and quantity of education that students would receive in College, as outlined in our Remote Learning Policy.</p> <p>The College will ensure that high-quality remote education is provided to all students not attending if:</p> <ul style="list-style-type: none"> • They have tested positive for COVID-19 but are well enough to learn from home • Attendance at College has been temporarily restricted <p>Students will be provided with opportunities to access Zoom lessons, and either paper resources (delivered home) or activities made available online</p> <p>The College will distribute devices by delivery to home where appropriate to support students with accessing remote learning.</p> <p>Staff will make twice weekly wellbeing ‘safe and well’ calls to all families/advocates whose student is unable to attend College.</p>		<p>College Tutors</p> <p>Learning Support Staff</p>

