

## **POLICY FOR THE RE-OPENING OF DLD COLLEGE LONDON**

**Approved by APG:** Liz Francis (APG)

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**Reviewed:** 20 Feb 2021

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**Next review due by:** 8 Mar 2021

**Responsibility:** Irfan Latif (DLD)

### **Introduction**

This Policy outlines DLD College London's response to the UK Government's request for schools to follow a phased re-opening. This follows the outbreak of the disease called COVID-19, which started to spread widely in the UK in February 2020 and where cases seem to have peaked in January 2021. This policy follows the guidelines for the reopening of schools in England, which have been published recently by the UK Government and the Department of Education.

The procedures set out in the Appendix are subject to change if there is further advice and guidance from the government, and the relevant medical and educational authorities, issued in due course. The school will remain open unless directed to close by the Government or the Local Authority or by the Governors of Alpha Plus.

If the school is closed, for example due to further lockdown measures announced by the UK Government, the school hopes to stay open to support the children of critical workers (as defined by the government) and vulnerable children depending on advice at the time. If the school is unable to be open for these children, these children will be supported remotely or redirected to where alternative provision can be found.

## **What is COVID-19 / Coronavirus?**

The following is based on information provided by the World Health Organisation and by the UK Government.

COVID-19 is an infectious disease caused by a newly discovered coronavirus called SARS-Cov-2. The data published to date suggests that most people infected with this virus experience only mild to moderate illness and that they recover without requiring any special treatment. But the data also suggests that those aged 70+, and those with underlying medical problems such as cardiovascular disease, diabetes, chronic respiratory disease, and cancer, are more likely to develop a serious illness.

It is clear, from the advice published so far, that the most effective way to prevent and slow down transmission of this virus, and therefore create the circumstances where the likelihood of catching this virus in our schools is either low or very low, is for the staff and children to be well informed about the COVID-19 virus, the disease it causes and to understand how it spreads from one person to another. In particular, we are advised to ask staff and children to protect themselves and others from infection by washing their hands with soap and water for at least 20 seconds, or using an alcohol-based rub frequently, and to do this not less than 6 times a day and before eating or drinking anything. We are also advised to tell our staff and the children not to touch their face if possible, without washing their hands with soap and water first, as described above.

Other than by touch, the virus causing COVID-19 is also known to spread through droplets of saliva or discharge from the nose when an infected person coughs or sneezes. So we will explain to our staff and children the importance of practising respiratory etiquette (for example, by coughing into a flexed elbow or into a tissue which must then be disposed of carefully – “catch it, bin it, kill it”).

At the time of writing, two vaccines have been distributed and administered by the NHS to reduce the risk of infection from COVID-19 in the UK. Other vaccines have been approved with the view to adding these to the vaccination programme. The vaccine is currently unavailable privately and is prioritised to those adults who are clinically vulnerable, by occupation and age group.

[www.who.int/health-topics/coronavirus](http://www.who.int/health-topics/coronavirus)

## Legal framework

This policy meets the Government guidance set out in:

Guidance for full opening: schools (Updated 05 February 2021)

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Actions for Educational and Childcare Settings to Prepare for Wider Opening from 1 June 2020 (Withdrawn 31 July 2020)

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

Coronavirus (COVID19) Implementing Protective Measures in Education and Childcare Settings from 1 June 2020 (Withdrawn 28 August 2020):

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/>

Opening schools and educational settings to more pupils from 1 June: guidance for parents and carers (Updated 03 February 2021):

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june>

Preparing for the wider opening of schools, planning guide for primary schools (Updated 05 February 2021):

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools>

DHSC guidance on containing and managing outbreaks (Updated 29 December 2020):

<https://www.gov.uk/government/publications/containing-and-managing-local-coronavirus-covid-19-outbreaks>

Quarantine arrangements for international travel (Updated 19 February 2021)

<https://www.gov.uk/guidance/coronavirus-covid-19-testing-for-people-travelling-to-england>

Coronavirus (COVID-19): red list travel ban countries (Updated 11 February 2021)

<https://www.gov.uk/guidance/transport-measures-to-protect-the-uk-from-variant-strains-of-covid-19>

Asymptomatic Testing in Schools (Updated 03 February 2021)

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/mass-asymptomatic-testing-in-specialist-settings>

Additional scientific guidance can be found here:

<https://www.imperial.ac.uk/mrc-global-infectious-disease-analysis/covid-19/covid-19-publications/>

### **Roles and Responsibilities**

The Principal, Irfan H Latif (IHL) has overall responsibility for implementing this policy.

All staff must follow the policy and adhere to the measures set out and undertake the training required.

Thomas Hadcroft, Vice Principal (Pastoral) and DSL, will oversee the pastoral care and mental health of the students.

ELT will oversee staff wellbeing in their areas of responsibility and ensure that all elements of the plan are being undertaken.

James Kidd, Vice Principal (Boarding) and the College Nurse, Katy Lake, are responsible for the review of the DLD Boarding Risk Assessment and for monitoring the implementation of this policy in boarding.

Gareth Hockey, Finance and Premises Manager, is responsible for the re-opening of the school.

### **Teaching and Learning**

DLD College teaches GCSE, A-level, BTEC and IFP courses to students aged 14-19. The college day will start at 8.30am with face to face lessons commencing at 8.55am. Face to face lessons will run concurrently with remote lessons where these are required and will finish at 4.55pm. Students will then return home or to boarding. All lessons will follow the normal college timetable. Enrichment activities will be available remotely after school and at other appropriate times for boarders. Teachers will be based in their classrooms and there will be movement of students between lessons. Movement will adhere to a strict one-way system and will be managed by Security, members of ELT, SLT and teachers.

Student and parents will sign a charter as to the expectations that we have of them. Students will have a detailed academic induction, so they are familiar with the face-to-face and remote learning provision. Students will be expected to have a lap-top so they can access remote learning. All students will have a DLD email address and access to the Microsoft Office 365 suite and Teams. Regular communications with parents including a Chinese translation will be sent to students, parents and guardians.

## **Learning Support (SEND)**

Throughout the period of lockdown, the Head of Learning Support, has been monitoring all students who appear on the SEND register. For those students with EHCPs and those most vulnerable, risk assessments have been completed and feedback has been requested on students access and progress from members of staff to increase monitoring. Students and/or parents of students who appear on the SEND register and who are considered most vulnerable, have had regular direct contact from members of Learning Support.

The Head of Learning Support has been liaising closely with ELT and has been in regular contact with numerous other vulnerable students and their parents. Once College has reopened, the Head of Learning Support will continue to work closely with students on the SEND register and will liaise with teaching staff/ELT. Special considerations have been made for students who may struggle with reintegration to College, especially with respect to difficulties accessing lateral flow testing. Given the difficulties of getting to know new students who will be remote learning initially, the Head of Learning Support has devised a questionnaire for all new students, which aims to help identify any early signs of required intervention.

## **Supporting mental health and well-being**

The Houseparents and the College Matron will start their day at DLD Boarding to help support the boarders' physical and mental health. The Well-Being Team (Head of Wellbeing, College Nurse, College Counsellor, Head of Learning Support & the Performance and Life Coach), the Student Experience Officer and the Head of Co-Curricular will support all our students and support their well-being. All staff will be reminded that students may need extra help and support at this time and will be encouraged to talk, listen and direct them to College Nurse/member of the Wellbeing team and those staff who are MHFA. Guidance to be shared with staff about supporting students' return to College.

## **Safeguarding**

<https://egiportal.alphaplusgroup.co.uk/college/dld/Pages/health-safety-welfare.aspx>

## **Attendance**

All lessons will be registered on SIMs whether they are face-to-face or remote. Minutes late will be recorded. The punctuality rule will be relaxed until lessons return to normal.

## **Communication with parents**

Regular communication with parents/guardians will be via InTouch and the weekly newsletter, 'From the Principal' (FTP). Parents can contact their son's/daughter's Personal Tutor as their first and main point of communication. The Attendance & Intervention Officer will be responsible for following up absences and parents/guardians must authorise any absence or report any known absences.

## **Communication with staff**

There is a regular staff briefing every Monday morning with minutes shared. Staff also receive regular updates and FTP. Team and dept meetings e.g. DoS, HoFs, SLT, etc will take place by Teams and face-to-face where this is practical. All staff meetings will be via Teams.

## **Monitoring and review**

This policy will be subject to monitoring and review on a regular basis to reflect any internal change, legislative and regulatory requirements and to ensure that health and safety standards are maintained.

## **PROCEDURES**

### **Drop-off and collection of children**

Students living with their family /independently must make their own travel arrangements; but if on public transport should wear face coverings. Parents can drop off and pick up their children outside of college if it is safe to do so. Boarders will use the College lifts which are limited to 6 with appropriate social distancing markings.

### **Hygiene measures including the cleaning of surfaces, equipment and the building**

The cleaning of toilets, lifts and common touch points such as door handles and hand railings will be cleaned at least five times a day by our cleaning contractor, Cabenco. Wall-mounted hand sanitisers will be available throughout the College and will be regularly topped up. In the evening the building will be cleaned thoroughly ready for the morning. Each classroom will have wipes so the students can clean their desks on arrival and departure. Computer keyboards will have special wipes. All staff have been provided with visors and face masks and these PPE items must be worn in College. It is mandatory to wear facemasks/coverings in College in all communal areas and when social distancing is not possible, even in classrooms. Any masks must be disposed of in the special bins provided. The air conditioning is checked regularly, and the filters are cleaned and replaced when necessary. Anti-bacterial wipes are at all photocopying and printing stations and it will be the staff/students' responsibility to wipe these down after use.

### **Asymptomatic Testing**

DLD College will encourage both staff and students to make use of the asymptomatic lateral flow testing available on site. The frequency and timing of the testing will follow the UK Government guidance at the time. There is no obligation on either the staff or the students to take a test.

Anyone who tests positive will be informed to isolate and to confirm the result with a PCR Test. Boarders will be able to isolate in the rooms.

### **Students' and Staff clothing**

Students and staff are advised to wash their clothes regularly (every 72 hours) using biological detergent if possible, to mitigate the spread of the virus.

### **Social distancing**

Distance markers to be put outside of College for students and staff entering the building. Once in classrooms, desks have been removed and those which remain have been distanced to allow students to be over 1m away from the next student. In the basement, desks will also be socially distanced, Students who have a study period will work in the designated study galleries around College which have been appropriately marked and have screens in between desks to mitigate the spread of the virus. Distance markers are also in the Global Kitchen and in the Atrium allowing students to queue safely for their meals. Staff will socially distance in staff rooms where Perspex screens have been installed to protect them while they work.

### **Use of PPE**

APG has provided some PPE e.g. Perspex screens for College Reception and face masks. DLD has provided all staff with visors and re-usable face masks as added protection. Face masks will be worn when making use of the communal areas of the building. The students and staff can continue to wear facemasks during lessons, but there is currently no obligation to do so. In the College lifts (i.e. boarding and academic) face masks/coverings must be worn. Bins will be provided in each classroom for masks and for anti-bacterial wipes which will be used at the start and end of every lesson. Staff and students travelling to College by public transport should follow all the latest Government guidelines, which currently states that face masks/coverings are mandatory i.e. they must be worn when using public transport.

### **Movement around College**

Signs are around College advising students and staff to stay on their left. Stairs to be one way only; front set of stairs for people going up and back stairs for people going down. At the end of each lesson, teachers will let students go at slightly staggered intervals - those who are going to their next lesson will leave before those who enter their classroom for their lesson. Security and staff will be strategically placed around College to ensure that people are traveling in the right direction on the stairs and around College, keeping to their left always. Academic lifts will not be used unless necessary and if they are used by staff then they must be used one at a time; as it is a confined space, the wearing of face masks in lifts is mandatory. Students will move between lessons as they all have different subject options and timetables. Staff will therefore manage this circulation and will have their own classrooms and labs where possible. Staff will supervise communal areas such as the gallery work space area and study areas to ensure that Covid-19 safety and social distancing measures are being maintained

### **Break-time and Lunch arrangements in the Global Kitchen (GK) and Grumpy Mule (GM)**

The DLD College timetable is staggered by default. Those students/staff not in lessons will be asked to go to lunch early, 11.45am onwards or late 2pm. Lunch finishes at 2.30pm. All students and staff will be expected to sanitise their hands before entering the Global Kitchen (GK). Trays, plates and cutlery will be pre-packed without the need to pick up items individually. Queue markings will be used to ensure correct social distancing. Students will be prohibited from bringing food into college from takeaway outlets. Tables will be appropriately marked to ensure social distancing is optimised. If necessary, staff will be asked to eat at their desks to increase the capacity in the GK. Takeaway boxes will be made available. Face masks/coverings will be worn by all GK and GM staff when they are serving food and beverages.

Disposable, recyclable cups will be used in the GM. Queue markings will be used to ensure social distancing including the seating area.

### **Water Fountains and the Hydration Station in the Global Kitchen**

All students and staff are to wash/sanitize their hands before using the Hydration Station, in order to prevent spread of infection. Hand sanitiser will be placed next to water fountains and are only to be used for filling bottles up with water. Students are to fill up water bottles at least once a day.

### **Wellbeing Garden and Roof Garden Access**

The Wellbeing Garden is open for students to use, though ensuring that they follow social distancing expectations when using the space outside of the sports area. The use of the DLD Sports Pitch will be permitted alongside sporting government guidelines. The Head of Co-Curricular will work with the Facilities Manager to be responsible for producing suitable instructions that will be clearly visible for all those using the area. The Wellbeing Garden forms part of the leadership walks and will be monitored by the Senior member of staff on duty.

There may be occasions when the 3<sup>rd</sup> floor roof garden will be utilised for recreation. This will only be permitted when a staff member is there to supervise the area. Particular attention should be made to social distancing and also the barrier at the end of the garden to ensure that no-one is put at risk.

### **Students returning from abroad**

All international students arriving into the UK will need to follow the quarantine and testing arrangements put in place by the UK Government. Arrangements may vary depending on the country they depart from. Initially, students will be grouped in households depending on arrival date. Once the quarantine and testing period has passed, students will be allowed to join College. International students could quarantine with their UK guardians on arrival in the UK with prior permission. Day students and staff who have travelled abroad over the summer have been advised that they should quarantine for 10 days **before** the start of term.

### **Staff travel arrangements**

Staff can travel to work in the safest way they see fit. If they use public transport, they must adhere to the latest Government guidelines, which currently states that face masks/coverings must be worn.

### **Vulnerable Students**

Vulnerable students must self-identify as part of the enrolment process. Remote teaching is an option for these students at least for the autumn term.

### **Vulnerable Staff**

Vulnerable staff may work from home as far as is practicable and on the latest Government guidance on shielding. Arrangements to be discussed with their line managers and agreed by ELT.

### **What to do if there is a suspected case of COVID-19**

See DLD COVID-19 Policy

### **What to do if there is a confirmed case of COVID-19**

See DLD COVID-19 Policy

### **Visitors/deliveries**

All visitors must report to the Reception and must follow social distancing guidelines. Their temperatures will be checked by thermal imaging cameras and contactless thermometers. This will be explained on arrival. Visitors will be kept to a minimum and by appointment only. Any maintenance work will be carried out after school where at all possible.

### **Staff Training**

All staff will receive training prior to the opening of the school. They will also receive relevant information, instruction and/or training to ensure that they work safely and have the necessary skills to carry out the job in which they have been employed. Training records will be maintained for all staff who will be required to sign the training record to confirm that they have received such information, instruction and/or training. Training records will be held in personnel files.

For those staff involved in the asymptomatic testing in DLD College, training will be provided to ensure the PPE is worn correctly, the correct administration of the lateral flow tests and the recording of the results.

All staff have been provided with the following training, e.g. on-line training from the Virtual College: <https://www.virtual-college.co.uk/courses/prevent-covid-19-free-training>

All staff have been provided with detailed information and posters are displayed throughout the school, e.g. <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>

All staff training took place on the 24<sup>th</sup> - 28<sup>th</sup> August 2020 in College with the student induction on the Tuesday 1<sup>st</sup> September 2020. Further staff training on re-opening to be delivered on 3 March 2021 before schools re-open on the 8 March 2021.

### **Boarding**

The same rigorous measures will be applied in the Boarding House to ensure that social distancing and cleanliness is maintained. The student en-suites will be cleaned daily whilst the students are at College. There will be isolation and quarantine rooms in the boarding house. Students will not be able to go home at February half term and will stay in DLD Boarding at Easter if necessary.

### **Controls**

Members of ELT will ensure that the students and staff follow this policy by monitoring the College each day and by talking to staff and students about any concerns/issues/matters arising. Each line manager will take care of their own staff and report any issues of concern. The policy will be adapted to take into account changing Government legislation and the relaxing of social distancing measures.

### **Advice and guidance from the Local Authority**

The Local Authority has set out detailed guidance for local arrangements to which we will refer as required.

### **Appendix A: Guidance for all DLD College London staff (inc. Governors)**

1. Do not come to work if you have coronavirus symptoms, or go home as soon as these develop (informing your line manager), and access a test as soon as possible.
2. Clean your hands more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or hand sanitizer ensuring that all parts of the hands are covered.
3. Use the 'Catch It, Bin It, Kill It' approach.
4. Avoid touching your mouth, nose and eyes.
5. Prevent the students from sharing equipment and resources e.g. stationery and IT equipment).
6. Keep your classroom doors open.
7. Ensure desks are wiped down with the anti-bacterial wipes provided at the end of each lesson.
8. Limit your contact with other staff members and ensure social distancing at all times
9. It is mandatory to wear facemasks/coverings when moving around College, in all communal areas and when social distancing is not possible, even in classrooms.
10. Face visors are provided to all staff to wear in College if they so wish but these must be worn with a face mask
11. In confined spaces (e.g. lifts) face masks/coverings must be worn at all times.

12. Use face coverings/masks on public transport. It reassures our students who maybe nervous about COVID-19.

**Irfan H Latif**

Principal

DLD College London

Updated: 20 February 2021

Updated: 25 February 2021

Updated: 02 March 2021