



COVID-19 STRATEGY

DOCUMENT INTENDED FOR:	Staff and Students
CATEGORY:	Covid-19 information
IMPLEMENTED BY:	Principal, SLT
MONITORED & REVIEWED BY:	Principal
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PREPARATION FOR COLLEGE READINESS

Factors considered in the preparation of this strategy:

1. The situation regarding COVID-19 has constantly changed and evolved over the course of the current school year. Prevalence was relatively low at the start of the autumn term, with case numbers subsequently rising and a new variant emerging mid-December.
2. College is following recent government guidance to extend the phased return to face-to-face education for secondary-age pupils, and all classes will be online for the first week of the spring term.
3. College will be taking part in the government mass testing programme at the start of term, offering rapid testing for asymptomatic staff and students through 'lateral flow tests'.
4. Returning to college is essential for children and young people's education and wellbeing.
5. Time out of education is detrimental for children and young people's cognitive and academic development.
6. The risk to children and young people of becoming severely ill from COVID-19 is currently thought to be low and there are negative health impacts of being out of college.
7. Educational settings are a vital point of contact for safeguarding services that are critical to the wellbeing of children and young people.
8. In relation to working in educational settings, whilst it is not possible to ensure a totally risk-free environment, staff in educational settings tend not to be at any greater risk from the virus than many other occupations.

Oxford International College (OIC / College) is following advice from Public Health England (PHE) and is using a system of controls that will minimise risks. College will be working closely with students, staff, parents, and all stakeholders to ensure the health and wellbeing of college.

Planning will include:

- School operations – including enhanced cleaning.
- Curriculum, behaviour, and pastoral support
- Assessment and attendance
- Contingency planning in the case of self-isolation for students, staff, and local outbreaks

REDUCING RISK: STRATEGIES FOR STAYING SAFE ONSITE

The College will comply with health and safety laws that require us to assess risk and implement proportionate control measures.

PREVENTION MEASURES

- Minimize contact with those who are unwell by ensuring those who do have coronavirus symptoms, or have someone in their household who does, do not come to college.
- Wash hands more frequently and more thoroughly than usual.
- Ensure good respiratory hygiene by promoting ‘*catch it, bin it, kill it*’.
- Enhanced cleaning especially in active areas such as door handles, stair rails, desk surfaces.
- Maintain social distancing (1 metre plus).
- Have appropriate PPE for all, i.e., masks or face visors, gloves, and aprons where required.

NB: PHE does not recommend the use of face coverings in schools as pupils and staff are mixing in consistent groups. Due to the characteristic of its student population, OIC is asking all staff, students, and visitors to wear a mask or visor.

- Social distancing will be observed.
- Minimising contact and mixing to reduce the transmission of the virus.
- Year bubbles, staggered mealtimes and hybrid learning reduce the risk.
- Class sizes will be smaller and will also reflect the physical dimensions of the rooms.
- Desks will be forward facing.

STAFF

- Staff or students who are unwell are required to stay at home.
- Staff should not come to college if they have coronavirus symptoms or have tested positive in the last ten days.
- Line managers or individuals will report all sickness to the HR Manager:

Ms Marianne Thompson-Hill
marianne@oxcoll.com
 07787 501505

- College respects employee rights to privacy and medical confidentiality.
- The college has an active engagement with NHS Test and Trace (telephone 119).

STUDENTS

- Do not come into school if they have coronavirus symptoms or have tested positive in the last 10 days.
- If, when at school a student develops coronavirus symptoms, they must inform staff and arrangements will be made for them to return to the boarding house and testing will be arranged. If tested positive, they will isolate for 10 full days.
- Staff and students who have been in contact with a student who has tested positive also need to self-isolate for ten full days.
- Everyone who has been in contact with someone who is unwell is reminded of the importance of washing their hands for at least 20 seconds with soap and running water. Hand sanitiser is an alternative.

SOCIAL DISTANCING

- The younger GCSE students will be taught in a separate teaching block, Alfred Street, and this will reduce the risk of transmission by limiting the number of students and staff in contact with each other.
- Creating 'bubbles' plus blended learning and staggered mealtimes for set groups of students will also help with social distancing and reduce the risk.
- Within the A level Department – the bubbles are most likely to be the size of the year group to enable the delivery of the full range of curriculum subjects. Students will be encouraged to keep their distance within each year group.
- Endeavouring to keep groups at least partially separate, and minimising contact within the groups reduces the possibility of direct transmission. Teachers and staff will still operate across different classes and year groups in order to facilitate the delivery of the timetable.
- Staff should try to remain at the front of the classroom maintaining a 2-metre distance from students if possible. In particular, they should avoid close face to face contact and minimise time spent within a metre of students.
- Adaptations will be made within classrooms to support distancing where possible. This will include seating pupils separately where possible and facing the front of the classroom.

ARRIVAL AT COLLEGE

- Staff and students will enter from the front of the college. Social distancing will be observed and the 'distance -markers' are on the front windows.
- Students and staff will collect fresh face masks upon entering the building. Used face masks will be placed in the lidded bin provided. Students will also be given their own individual face visor if required.
- Students and staff will sign in with their own pen or use a pen from the clean pen pot.
- Students and staff will have their temperature taken daily by the thermal imaging temperature camera. If a student or member of staff records over 37.5 degrees, they will return home or to the boarding house and a test for COVID-19 will be arranged.
- Upon arrival students should not socialise in large groups but make their way directly to their first lesson.
- Staff spaces in the two common rooms will be set up for social distancing.

MOVEMENT WITHIN THE COLLEGE

- College will avoid large gatherings such as physical assemblies and virtual meetings will be held.
- Movement around the school site will be kept to a minimum and where possible one-way movement systems will be implemented.

DEPARTURE FROM COLLEGE

- All staff and students should leave by the back doors into the car park. People will stay within the clearly marked areas. Car parking will be limited. Cars will travel at 5 mph or less.
- Students and staff should sign out at the desk by the back door using their own pen.
- A lidded bin is available for discarded face masks.

All used PPE will be doubled bagged before being disposed of.

EQUIPMENT CONSIDERATIONS

- Staff and pupils should have their own pens and pencils.
- Classroom based resources such as books and computers can be shared, and these must be cleaned regularly along with all frequently touched surfaces.

INFECTION RESPONSE MEASURES

- All staff at the college involved in education are key workers and have priority access to testing. Any member of staff who has symptoms of COVID-19 must get a test.
- Tests can be obtained by:
 - Booking online through the NHS testing and tracing coronavirus website
<https://www.gov.uk/get-coronavirus-test>
 - Calling the NHS 119 line
- Staff and pupils must not come into college if they have symptoms.
- Staff and students need to book a test if they are displaying symptoms. The residential team will help organise this for students.
- Staff and students will self-isolate for ten full days if they have been in close contact with someone who tests positive for COVID-19.
- Staff displaying symptoms should inform the HR manager.
- Students displaying symptoms should inform their houseparent if at the boarding house, or any member of staff if at college.
- College will take immediate action upon becoming aware that a student has tested positive for COVID-19. College will contact the DfE and local health protection team. The health protection team will help carrying out a rapid risk assessment to confirm who has been in close contact with the person during the period they were infectious and ensure they are asked to self-isolate.

ACTION PLAN

1. Student has tested positive for COVID-19 – student isolated.
2. College contacts Local Health Protection Team (0344 225 3861).
3. Local Health Protection Team carries out rapid risk assessment and provides guidance.
4. People in 'close contact' with the COVID-19 positive person will be asked to self-isolate for 10 full days. Close Contact means face to face contact (under 1 metre) with an individual for any length of time, being within 1 to 2 metres of each other for more than 15 minutes, including travelling in a small vehicle (car), and living in the same household.
5. The health protection team provide definitive advice on who needs to self-isolate. Accurate attendance records are essential to facilitate effective virus management.

6. Household members of the contacts who are sent home do not need to self-isolate unless the person who is self-isolating subsequently develops symptoms. If they develop symptoms, they must get a test.
 - a. if the test is negative, they must remain in isolation for the remainder of the 10 days
 - b. if the test is positive, they need to inform the educational setting and must isolate for 10 days from the start of the symptoms.
7. Schools should not request evidence of negative test results or other medical evidence when a student or member of staff returns from self-isolation.

If schools have two or more confirmed cases, or an overall rise in sickness absence where COVID-19 is suspected this might be considered to be an outbreak and the school must continue to work with the local health protection team. Where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person or people who have tested positive.

SCHOOL OPERATIONS

TRANSPORT

Social distancing has significantly reduced available transport capacity. Pupils on dedicated school transport do not mix with the public and the journeys tend to be consistent. Advice about two metre distancing does not apply.

Whilst travelling on the coach

- Students should be grouped together in their year groups.
- Hand sanitizer should be available on boarding and disembarking.
- Enhanced cleaning of vehicles.
- Organised queuing and boarding of vehicles.

ATTENDANCE

School attendance is mandatory from the beginning of the autumn term. The usual rules on school attendance will apply. College will continue to record attendance and follow up absence.

- Students do not have to attend if they are self-isolating and have symptoms or a positive test result. This is short term and will be reflected in the records.
- Where a student is unable to attend because they are complying with clinical advice, they will be offered access to remote education.

The college will bear in mind the potential concerns of students, parents and households who may be reluctant or anxious about returning and will put in place appropriate support. The college has a counsellor that students can access. The college has students from BAME backgrounds and will be sensitive to their needs.

The college will communicate clear and consistent expectations around attendance to students and their families. Pupils who are reluctant and anxious about returning to college will be identified and given support.

COLLEGE WORKFORCE

With safety measures in place and mass testing underway, we expect that most staff will return to work. Wider government policy advises those who can work from home do so. We recognise that this is not applicable to many college roles but where a role may be conducive to home working, requests will be considered. OIEG has produced guidance for flexible working and this is available from Marianne Thompson-Hill, Deputy Principal for HR and Pastoral Care. Advice for the clinically vulnerable and pregnant women is available.

HEALTH AND SAFETY

College has a legal obligation to protect employees and others from harm and will continue to assess health and safety risks following government guidance on how to mitigate the risks of coronavirus to students and staff.

OIEG / OIC has a duty of care to their employees including work life balance, wellbeing, and mental health. OIEG provides, at no cost, a range of supportive measures including counselling for all staff.

Staff Leave

Staff may have taken holidays abroad over the Christmas period and the government has set a requirement for people returning from some countries to quarantine for 10 days on their return. The latest guidance on quarantine can be accessed here <https://www.gov.uk/uk-border-control>

Staff need to be available to work from the start of the term and where staff have travelled abroad, their return travel arrangements could be disrupted due to factors beyond their control. Staff are asked to keep HR fully informed should this arise.

SAFEGUARDING

OIC has regard to its statutory responsibilities and is including the coronavirus guidance. Oxfordshire Children's Safeguarding board has provided regular updates since the March 2020 lockdown which college is aware of and have been complying with as appropriate.

The Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead (DDSL) will, as part of both the staff and student induction, provide an update regarding the latest guidance and the College Action Plan.

All safeguarding training will be completed, and external safeguarding will, at present, be online.

CATERING

During the student quarantine all meals will be delivered to the boarding houses. The dining room has been deep cleaned and the staff have all been COVID-19 tested. When meals resume in the dining room social distancing will be achieved through the uses of screens between tables and on partitions on the tables themselves. Staggered meals times will operate alongside enhanced cleaning. All the pre-opening building checks have been undertaken.

EDUCATIONAL VISITS

Guidance regarding non-overnight domestic educational visits keeps changing and College is keeping aware of the guidance.

CURRICULUM

College is mindful of the current curriculum guidelines under COVID-19.

GUIDELINES

- All students to continue to achieve high quality education that promotes their development and prepares them for opportunities, responsibilities and experiences for later life.
- All students will continue to be taught a wide range of subjects.
- Where necessary, remote learning will be of high quality and align as closely as possible with in college provision.
- Remote education should be integrated into curriculum planning and may need to be an essential component alongside classroom teaching.
- GCSE students will continue to study for examinations.
- Years 12 and 13 will receive additional academic support where educational gaps are identified.

- Physical activity will continue using outdoor spaces and larger indoor spaces with social distancing measures in place.
- Extracurricular activities will continue provided it is safe to do so.
- SEND provision - college will meet its statutory duty to make reasonable adjustments for children and young people who have SEND and disability needs. The weekly vulnerable students meeting will allow identification of students with needs and the appropriate support will be put in place.

STUDENT WELLBEING AND SUPPORT

- Students may experience a variety of responses to the COVID-19 outbreak. College will provide support to those students who may need to re-adapt to full time education.
- College will support those students who show signs of anxiety, stress, and depression.
- The Mental Wellbeing Team will be briefed on talking and teaching about mental health and wellbeing in the classroom.
- College will provide more focused pastoral support where individual students are identified as giving cause for concern.
- (MindEDlearningplatformforprofessionals).
- The OIEG group of schools in Oxford is establishing a medical support unit with a nurse and doctor which each college will be able to access.

BEHAVIOURAL EXPECTATIONS

- College will set out clearly expected student standards of behaviour with regards to movement within the college, social distancing and new hygiene rules.
- College will work with students, staff and parents to ensure that behavioural expectations are clearly understood.
- The consequences for poor behaviour and deliberate rule breaking will be clearly communicated.

CONTINGENCY PLANS FOR OUTBREAKS

- For individuals or groups of self-isolating students, remote education will be put in place and staff will look after them and their health and wellbeing.
- In the event of a local outbreak, guidance will be taken from the PHE local protection team.
- Educational contingency planning will include:
 - a. high quality online resources and teaching.
 - b. remote learning that allows for interaction, assessment, and feedback.
 - c. staff training to allow effective delivery.
 - d. effective assessment as to how individual students are progressing through the curriculum.

FURTHER INFORMATION

For further information about Covid-19 Strategy at OIC please speak with Kim Terrar.

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Principal

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