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**EF ACADEMY - TORBAY**

# **COVID-19 POLICY: SEPTEMBER 2020 (RE-OPENING)**



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<b>Document Title:</b>	<b>Covid-19 Policy</b>
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<b>Author:</b>	Rob Tasker (Head of School)
<b>Individuals Involved in Developing the Document</b>	Nathan Winstone (School Site Manager) Kelly Hall (Head of Boarding) Tina Desmond (Deputy Head of Boarding) Darren MacDonald (Residence Manager) Louise Blondell (Director of T&L)
<b>Document Purpose:</b>	This policy is to provide support and guidance to all staff who are responsible for student welfare detailing procedure and practice in response to COVID-19 and the coronavirus pandemic for a safe September 2020 reopening.
<b>Relevant to:</b>	All school staff, residence staff, visitors and student facing suppliers
<b>Related documents:</b>	Safeguarding Policy CME Policy Health and Safety Policy Care of Students who are unwell Policy Care of Students with Chronic Health SEND Policy 1 <sup>st</sup> aid Policy Behaviour Policy Anti-Bullying Policy Staff handbook Student handbook
<b>Date Introduced:</b>	01/06/2020
<b>Date of next review:</b>	Monthly until September 2020 and in line with government updates before/thereafter
<b>Change Log (what changes have been made, by who and when):</b>	RTA 020/07/20 – Added from government guidance on 22 <sup>nd</sup> July RTA 17/08/20 – Added from government guidance on 7 <sup>th</sup> August (reopening guidance) RTA 28/08/20 - Added from government guidance on 25 <sup>th</sup> August (face coverings) and 28 <sup>th</sup> August (reopening guidance)



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## ... Policy Aims

This document is an ongoing, working schedule of the planning and work required to prepare for EF Academy Torbay's reopening in September 2020 in accordance with current government guidelines for reopening schools below and interpreted advice based on this taken from the BSA.

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term>

[https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?utm\\_source=572d62e4-ce85-4056-8338-e87b1cbaf0c5&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=immediate](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?utm_source=572d62e4-ce85-4056-8338-e87b1cbaf0c5&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)

[https://www.gov.uk/government/publications/arrangements-for-examinations-and-assessments-in-202021?utm\\_source=caa1863f-6e1f-4540-acd0-495edf4fbde2&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=immediate](https://www.gov.uk/government/publications/arrangements-for-examinations-and-assessments-in-202021?utm_source=caa1863f-6e1f-4540-acd0-495edf4fbde2&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)

It will serve to inform and educate students, staff and visitors as to what constitutes appropriate and inappropriate safe practices and procedures in minimising the risk of Covid-19 transmission. It intends to explain how and why students, staff and visitors must take responsibility for helping to ensure everyone's safety and function as a reference guide for practices, procedures and behaviours for these stakeholders.

The policy should be followed to protect the safety of the whole community and provide guidance on how, as a whole school Covid-19 related issues will be dealt with at all stages. As such, it will clarify roles and responsibilities of students, staff and specific senior members of staff within school and within residences.

Copies of this policy will be available to parents and students on request from August. From the point of writing it will be continually updated and available to members of the senior leadership team, senior boarding staff and those specific staff with particular pastoral roles (such as current Pathway Managers and Nursing staff) to signpost and guide towards planning for September. It will also be used in communications to keep admissions offices and parents informed as to the envisaged school Covid-19 safety compliance plans and procedures for September 2020.



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## Covid-19 and school guidance

The main symptoms of coronavirus currently identified by the UK National Health Service (NHS) are:

- **High temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **New, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **Loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal
- Most people with coronavirus have at least one of these symptoms
- Further NHS information on coronavirus can be found here:

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

### **System of Controls for Schools – Prevention:**

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend the setting.
- 2) Clean hands thoroughly, more often than usual.
- 3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
- 5) Minimise contact between individuals and maintain social distance.
- 6) Where necessary, wear appropriate personal protective equipment (PPE).

Numbers 1 to 4 must be in place in all settings, all the time. Number 5 must be properly considered and you must put in place measures that suit your particular circumstances. Number 6 applies in specific circumstances.

### **System of Controls for Schools - Response to any infection**

- 7) Engage with the NHS Test and Trace process.
- 8) Manage confirmed cases of coronavirus (COVID-19) amongst our school community.
- 9) Contain any outbreak by following local health protection team advice.

Numbers 7 to 9 must be followed in every case where they are relevant.



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## **Roles and responsibilities**

### **Head of School**

The Head of School has overall responsibility for the health, safety and welfare of all employees, students, visitors and contractors. The following duties are carried out in partnership with the Site Manager and with the support of the School's Senior Leadership Team.

The Head of School will:

- Assume overall responsibility for all Covid-19 compliance, taking advice from the Site Manager, medical authorities, and government guidance.
- Ensure effective communication on Covid-19 matters between students, staff, parents, contractors, admissions offices and where needed the executive committee.
- Ensure compliance with all Covid-19 safety requirements
- Together with school staff, assess and control Covid-19 risks, from within the school and any of its activities, wherever they are undertaken.
- Ensure that the school has adequate and appropriate Covid-19 safety compliance equipment and that relevant procedures are followed.
- Maintain Covid-19 related reporting systems that are suitable for the school and submit data as required by government authorities.
- Regularly evaluate the need for Covid-19 safety compliance training for school staff and arrange for its delivery.
- Keep the school's Covid-19 policy under regular and frequent review and bring any amendments to the notice of all staff, students and where applicable, visitors.
- Bring to the attention of EF Academy Vice-President (Operations UK) any Covid-19 matter that cannot be resolved and any positive test result from a community member.
- Ensure that medical information for staff and students is always up to date and available
- Ensure all staff are familiar with and aware of all Covid-19 related school requirements, practices and protocols.

### **Senior Leadership Team:**

The School Leadership Team will:

- Support the Head of School in undertaking the above duties, with a focus on all matters pertaining to pastoral care, health, safety, and wellbeing of all in the community
- When deputising for the Head of School, the remaining members of the senior leadership team will assume the duties of the Head of School including Covid-19 related matters.



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## **Site Manager and Residence Manager:**

The Site Manager who also assumes responsibility as Health and Safety Officer for EF Academy Torbay (HSO) is responsible for the day-to-day implementation of the Covid-19 safety policy on the main school site. This responsibility is devolved to the Residence Manager for Health and Safety within boarding residences.

The Site Manager/HSO and Residence Manager will:

- Ensure that the school site is Covid-19 safety compliant in accordance with the latest UK government guidance. Key areas are likely to include social distancing measures, PPE provision, cleaning and hygiene arrangements, people flow around the site and residences, hand-washing protocols and arrangements for visitors and non-employees.
- Regularly review all risk assessments and other relevant policies to ensure Covid-19 safety compliance measures.
- Take all reasonably practicable measures to reduce or control Covid-19 transmission risks to students, EF employees, non-employees and members of the public.
- Communicate with contractors or any person/company undertaking work on the school site or residences, to ensure their Covid-19 safety compliance.

## **Staff:**

All employees must make themselves familiar with the Covid-19 Policy, Covid-19 additions to other policies and all school Covid-19 safety requirements.

All staff will:

- Ensure they work in ways that are “Covid-19 safe” to themselves, students, other staff and visitors.
- Co-operate with others to ensure Covid-19 related health and safety by adhering to advice, instructions, and procedures for Covid-19 safety compliance.
- Report any Covid-19 unsafe practices which come to their notice to the HSO and Head of School as soon as possible.
- Be aware that failure to observe Covid-19 compliance requirements by any member of staff could lead to disciplinary action.



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## Students:

All students are to be familiar with the School Covid-19 Policy and will:

- Ensure that they minimize Covid-19 risk to themselves and others.
- Co-operate with others to ensure Covid-19 compliance by adhering to advice, instructions, and procedures
- Be aware that non-compliance will be treated as a health and safety matter in the first instance and a disciplinary matter thereafter.
- Work together to help staff enforce this community effort to ensure health and safety.

## Returning to school

### Staff

Government guidelines regarding staff returning to work in schools are contextualised as follows:

*Following the reduction in the prevalence of coronavirus (COVID-19) and relaxation of shielding measures from 1 August, we expect that most staff will attend work. It remains the case that wider government policy advises those who can work from home to do so. We recognise this will not be applicable to most staff, but where a role may be conducive to home working, for example, some administrative roles, leaders should consider what is feasible and appropriate.*

### Staff who are clinically vulnerable or clinically extremely vulnerable

- NHS definitions of who is 'clinically extremely vulnerable' and 'clinically vulnerable' are here: <https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/>
- The government guidance states:

*Where providers apply the full measures in this guidance, the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow most staff to return to the workplace, although we advise those in the most at risk categories to take particular care while community transmission rates continue to fall. Advice for those who are clinically vulnerable, including pregnant women, can be found in the guidance on [staying alert and safe \(social distancing\)](#).*

*Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. Advice for those who are clinically vulnerable can be found in the [staying alert and safe \(social distancing\) guidance](#).*



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*Leaders should be flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles where it is possible to maintain social distancing.*

## Students

- The Admissions Offices have been asked to help assess prior to departure for the UK the suitability of an international boarding school environment for each student from the point of view of Covid-19 vulnerability.
- Supported by Admissions colleagues, the School will identify students who are 'clinically vulnerable...[and how they] will be accommodated alongside returning year groups and encourage attendance (unless they are *extremely* clinically vulnerable and shielding, or medical advice or further guidance suggests they should not attend)' - <https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england>
- The Head of School and Senior Boarding staff, will identify any returning student who may fall into these categories and ensure that appropriate medical advice is followed.

## Quarantine for Student arrivals

- All students from countries or that have visited countries within 14 days on the government's list of countries required to quarantine will be expected to quarantine within residence for 14 days. This list of countries with travel corridors is continually being updated by the government and will be followed by the School as per the day of arrival for each student:  
<https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors>
- All students will be required to present a clean certification of health, declaring a negative Covid-19 swab test result, before leaving their home country and no more than Seven days prior to arrival. If a student cannot obtain a swab test in their home country, they must have a doctor's note declaring that they display no Covid-19 symptoms.
- On arrival, all students will have a Covid-19 swab test to ensure they do not currently have the virus. This process will be administered by the school.
- Any student who tests negative but is showing symptoms will be isolated for seven days. Anyone who has been in close contact with that student will be isolated for 14 days .
- All staff will also be expected to have a swab test at the start of term. The procedure will be the same as for students. Tests will be paid for by the school.
- Parents will be asked not to accompany their sons or daughters to campus.



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- Arrivals will be encouraged to be 2<sup>nd</sup> September and students will remain in isolation until test results come back.
- Students will receive detailed instructions on our Covid-19 safety protocols as soon as they arrive at school. All students will need to come directly to their residence on arrival to the UK. Students who arrived during the night will be reminded of our Covid-19 safety protocols the following morning.
- We do not have the intention of using host families for the academic year 20/21, however, if this changes guidance for host families and students in host families will be added to this document.
- Students will be required to wear a mask when out of their room and in communal areas. Quarantined students will be allowed out into the grounds for fresh air and exercise at appropriate times and whilst socially distanced and may exercise for up to 1 hour per day.
- Enhanced cleaning regimes will be implemented from arrival.
- Temperature monitoring will be introduced into daily routines and will be done twice per day in residence.
- No visitors will be allowed during the quarantine period and are also discouraged thereafter.
- Other students or staff living with any new arrivals do not need to quarantine, but they should avoid contact as far as possible, and minimise time in shared spaces within residence.
- Guidance on isolation within residential education settings can be found below:  
<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings>

## **Main School Building: Movement of people**

Social distancing in the UK is now '1 metre plus' for students but ideally, a 2-metre social distance should be maintained at all times where possible. Staff should remain distanced 2 metres away from each other and students whenever possible.

To maintain social distancing throughout the main school site, the following changes to the flow of people are planned from September.

These arrangements will be reviewed regularly in line with government guidance and workability.

### **Castle Building:**

- Main reception area: Enter and exit through the main doors. Exit via the canteen fire exit doors during break and lunchtimes times.
- Canteen: Enter via the top doors nearest reception or via the centre canteen doors. Exit via the top doors but via canteen fire exit doors during break and lunchtimes and bottom doors



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nearest LRC are exit only. The canteen will be two-way with clear floor markings separating both directions of traffic by no less than a metre. Staff should still aim for 2 metres.

- LRC: Enter via the main doors or via the double fire doors and re-join the whole school one-way system or by waiting and giving way at the main doors.
- Staircases: Ascend via main front staircase and descend via the centre staircase. Access the tower building is only via the outside staircase.
- Corridors: Ground floor - reception will have a two-way system, the main corridor to the LRC from reception will be two-way past reception but use of the canteen during busy times will be encouraged. The first floor is two way. Use of the second floor will be restricted to the counselling room and exiting site from the tower building.

## Tower Building:

- Entering: Via the outside steps and then the central double doors
- Exiting: Via the west end doors nearest the bridge and across the bridge via the castle building. Via the east end doors and across the front of the building outside to access the bridge and castle building.
- Staircases: Ascend via the central staircase only. Descend via west staircase nearest bridge and east staircase nearest outside steps.
- Corridors: strict one-way system in place in the tower building from centre out – always walk **away** from the centre auditorium and staircases.

## Residence Buildings: Movement of people

### Brampton Court Residence:

Plan of a one-way system – entrance through main front door, exit through canteen door and through garden? We will look at this on Wednesday with Phil and try to create a flow that works with staggered mealtimes. Less tables in the canteen could create space for a one way system?

All other points as Kelly has written below....

Sanitiser stations available on both sides of the door and door able to be left open when staffing adequate or at peak entrance and exit times.

Students will be roomed with those that they travel with to minimize contact with other students.

Mealtimes will be staggered otherwise meals will be delivered to bedrooms.



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Outside area will be available to residents and doors aside bedroom doors can be left open during peak times to minimize contact with key touch points (door handles etc)

No external visitors need access to the building before 7<sup>th</sup> September aside Catering staff who have use of their own entrance and cleaning staff that will be present in the building when students are in bedrooms to avoid contact in communal spaces.

## **Torre House Residence:**

Entrance and Exit through the main inner front door to the building. Sanitiser stations available on both sides of the door and door able to be left open when staffing adequate or at peak entrance and exit times.

Students will be roomed with those that they travel with to minimize contact with other students.

Mealtimes will be staggered otherwise meals will be delivered to bedrooms.

Outside area will be available to residents and doors aside bedroom doors can be left open during peak times to minimize contact with key touch points (door handles etc)

No external visitors need access to the building before 7<sup>th</sup> September aside Catering staff who have use of their own entrance and cleaning staff that will be present in the building when students are in bedrooms to avoid contact in communal spaces.

Students will not be permitted to mix at close contact ahead of negative test results for the building as a whole.

Signing in and out process can be monitored by House Parents and clear communication will follow through usual WhatsApp groups.

Any student not abiding by the rules will be at risk of complete isolation. (Confined to bedroom aside one exercise permitted).

## **Access and visitation**

Access to the site by external visitors will be restricted as much as possible to all school sites.

Deliveries to the main school building and residence buildings:

- No takeaway deliveries will be allowed after 7pm Monday to Friday.



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- Students will be encouraged to significantly reduce online purchasing/ordering for items that need to be delivered. All purchases should be delivered to the main school building not to residences.
- Delivery drivers/couriers will not be permitted past reception at any time.

## Visitors:

- During the initial quarantine period only emergency contractors are allowed on site and will be asked if they have or live with anyone displaying symptoms before being allowed access.
- Outside the initial quarantine period visitors to school can be admitted provided:
  - The visit is essential for education, health, or wellbeing of students
  - The visit is to carry out essential maintenance on school property
  - The visitor follows the hand washing/sanitization requirements of the school, wears appropriate PPE, and their own high-vis vest as appropriate
  - Each visitor must sign in at reception or in residence and complete a declaration of health
  - Visitors should read the Covid-19 information sheet as well as the normal safeguarding information on arrival before signing in.
  - Contractors will be emailed all Covid-19 safety information and other documentation that they would normally receive on arrival in advance of their arrival
  - No external teachers or volunteers will be allowed on site until at least October enrichment week

## **Social distancing**

In the UK, social distancing is currently achieved by remaining in excess of 1 metre apart from other people. However, the ideal distance is in excess of 2 metres where possible. Students coming from countries where the official distance may be different will be reminded of this difference by staff.

- If the 2-metre distance is maintained as far as possible as often as possible, the risk of both staff and student Covid-19 transmission, and self-isolation on a large scale, can be minimised significantly.
- The government's general public health advice is:  
*Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lower the risk of transmission. It is strong public health advice that staff maintain distance from their learners, stay at the front of the room, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone.*



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*Learners should also be supported to maintain distance [...but...] it's not feasible in some sites where space does not allow. Doing this where you can, and even doing this some of the time, will help.*

- It is therefore particularly important that staff remain – at all times - 2 metres apart from other staff and from all students.
- The highest risk activity is when students or staff are eating and drinking together, and particular thought must be taken. Residences will stagger mealtimes and lunchtimes in school will be on a rota-basis.
- Socialising is essential for good mental health, but people should stay 2 metres apart, and eat or drink in groups or 'bubbles' for 1 to 2 week blocks of time, so that if one person becomes a case, only their 'bubble' has to be isolated.

## Bubbles

- The government advice is:  
*'The overarching principle to apply is reducing the number of contacts between learners and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining social distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on the age groups of learners, the layout of the building, and the feasibility of keeping distinct groups separate while offering a broad curriculum.'*
- The government's principles for forming groups are therefore flexible and allow schools to take account of their situation. A group or 'bubble' can be as big as a full year group in a state secondary school. Whilst we can isolate by course to some extent through our timetabling arrangements, it is not possible to do so completely in a 24/7 boarding school of learners aged 15+. Nor can we arrange bubbles by teaching sets in any effective way that coordinate appropriately with our residential arrangements.
- The government advises that: 'Once groups are established, they should be kept apart'. Equally, the government notes, 'Both the approaches of separating groups and maintaining distance are not 'all or nothing' options and will still bring benefits even if implemented partially'.
- Given our setting and accommodation, we plan to keep students 1.5 metres apart in lessons but 2 metres wherever possible so that the official 'bubble' is not by course or teaching set but by Residence Bubble.
- The Residence Bubble consists of 'the student, his/her roommate
- If any member of the bubble is symptomatic, all in the bubble will have to self-isolate for 14 days. The symptomatic student will isolate for 7. All in the bubble will be tested.
- All staff should encourage these discrete 'bubbles' to stay together in so far as possible – at mealtimes, for example.
- The bubble is breached when 'close contact' occurs. This is defined under 3 categories in the 2 July 2020 guidance:
  - *direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin)*
  - *proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual*



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- *travelling in a small vehicle, like a car, with an infected person*
- If 2-metre social distancing cannot be maintained in a particular class or in another known context, then a student who displays Covid-19 symptoms will therefore trigger the following isolations:
  - (a) the Residence bubble;
  - (b) any students known to have been in close contact with the symptomatic student (e.g. sharing a taxi)
  - (c) any students who have been in classes with the symptomatic student and been less than 2 metres without a mask for fifteen minutes or more.
- These measures will be our internal version of the NHS 'test and trace', essentially using the same principles and process
- It is therefore especially important that all teaching staff ensure that set lists and registers are accurate on a lesson-by-lesson basis. Any changes must be reported to Louise Blondell, Assistant Head (T&L) and Kelly Hall, Head of Boarding.
- We shall need to provide this information to the local Public Health Team in the event of a confirmed case on campus.

## General

- Movement of people on site will be moderated by appropriate signage and encourage adherence to the ideal 2-metre social distancing rule. Where this is not possible, facemasks must be worn.
- The safest and simplest measure is to wear face masks inside at all times.
- If the distance between students is less than 1.5 metres, face masks or shields must be worn by all people in the classroom.
- Class and club sizes will allow for social distancing.
- Movement around campus will be monitored and coordinated to control busy times – such as rotas for mealtimes in the canteen and in residence, limiting the number of students at each table, and varying the beginning and end times of classes ad-hoc where needed to reduce foot traffic in corridors. Starting school 30 minutes later to avoid a rush of students.
- We will postpone certain sports offerings and start in September with non-contact sports only.
- Fire Marshals will encourage social distancing where possible during a fire drill. This may not be possible, and students and staff should wear a mask if possible. Fire safety overrides Covid-19 social distancing measures on the School site and in both residences.

## Student rooms in residences:

- Social distancing in shared rooms is possible but unlikely to be maintained. Consequently, the 'household' model applies in a boarding school setting for students sharing a room and a bathroom. All EF Academy Torbay residence bedrooms are ensuite so this is possible.



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- The definition of a 'household' has implications for deciding who must isolate if a member of the 'household' displays Covid-19 symptoms.
- In our setting, a 'household' would initially be a room of two or three students and extend to anyone in the unlikely event of sharing the bathroom used by those two or three students. See 'Bubbles' and 'Isolation arrangements'. This should only be the case during serious maintenance of another bedroom's ensuite facilities.
- This proposed 'household' unit is how we define a 'bubble' of students (see 'Social Distancing' section).
- However, the definition of 'household' or 'bubble' may expand, depending on the circumstances and on specific advice from Public Health England (PHE) in the case that we contact them due to a positive test result and they wish to direct our response.
- Accessing certain areas of a residence like the dining room or laundry room, set times will be allocated to bubbles for these areas and a clean down between household use will happen.

The following rooms can accommodate the following number of people, 1 metre apart. Variation is accounted for by layout furniture and the positioning of people within the space. These figures have been arrived at by measurement. The precise numbers permitted in each room will, however, be kept under continual review in line with social distancing guidance.

## **Main School Building:**

### **Castle Building:**

- LRC - 20
- Director of University Guidance office – 1 + 1
- Sports office - 2
- Canteen – 44 + 1
- Reception - 3
- Reception office - 2
- Lift - 1 person or 1 bubble/household
- 101 – storage room (2)
- 102 - storage room (2)
- 108 – 15 + 1
- iLab – 13 + 1 (AHA)
- Medical Centre – 4 + 1
- Nurses office - 1
- Coordinators office – 2
- Admin Office - 3
- Head of School's office - 8
- Pathway Managers offices – 1 + 1
- Meeting room – 2 + 1



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- 201 – 12 + 1
- 202 – 12 + 1
- 203 – storage (2)
- 204/5 – 16 + 1
- 206/7 – storage (2)
- 208/9 – storage (2)

## **Tower Building:**

- 301 – 10 + 1 (TAS)
- 302 – 8 + 1 (RVA)
- 303 – 8 + 1 (WDA)
- 304 – 8 + 1 (Science overflow)
- 305 – 8 + 1 (NMO)
- 306 – 6 + 1 (LBL)
- 307 – 9 + 1 (THA)
- 308 – 8 + 1 (JDI)
- 309 – 10 + 1 (MJE)
- 401 – 10 + 1 (HSK)
- 402 – 10 (Study Room)
- 403 -10 + 1 (MME)
- 404 – 10 (Study Room)
- 405 – 6 + 1 (Head's Office)
- 406 – 8 + 1 (DLU)
- 407 – 9 + 1 (JCA/PMO)
- 408 – 6 + 1 (CDA)
- 409 – 10 + 1 (MGL)
- 410 – 10 + 1 (LRO)
- 411 – 10 + 1 (WTI)
- 501 – 10 + 1 (NSM)
- 502 – 8 (Staff common room)
- 503 – 8 (Staff workroom)
- 504 – 6 + 1 (TTH)
- 506 – 12 + 1 (GBO)
- Pathway Managers offices – 1+1
- Counselling room – 1+1
- Science technician room - 2
- Science office - 1



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- Director of T&L office – 2

## **Canteen**

- The canteen will be staffed at break and lunch times. The queue for hot food will be from the centre doors from the main corridor which will be an entry point and the queue for cold food will be from the reception entrance inside the canteen. Exit from the canteen will be via the main external door into the car park to access the Tower building or the door nearest the LRC to access the LRC.
- Students will not be permitted to leave site at lunch or breaktimes
- BD catering will have their own risk assessment and planned control measures in place to keep their staff safe and this will be shared with the Head of School and Site Manager. BD catering will follow this policy in all other areas of the school.
- Every other square table will be removed from the canteen and only 1 person may sit at one square table at a time.
- Students and staff should not enter the canteen outside of their allotted mealtimes unless using it as an exit point or directed to by their teacher or timetable.
- Staff are still welcome to bring their own packed meals as appropriate.
- all staff are asked to bring their own mugs and teaspoons for preparing refreshments and are asked not to share supplies, chinaware or cutlery. These should be cleaned or wiped down after use and stored in a personal space/bag.

## **Medical Room (non-Covid-19 illness)**

- UK Health centres are minimising face-to-face time with patients to reduce the risk of transmission (mainly from health workers to patients rather than vice versa), so it is likely that students will have a telephone or video consultation if they want to see the doctor or nurse.
- If a student needs a physical, face-to-face assessment, the doctor's surgery will arrange to do that in the safest space.
- The Medical Room is therefore out-of-bounds for students unless otherwise indicated or invited in.

## **Hygiene Protocols**

**Students and staff must:**



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- Wash their hands with soap and water about six times a day (and do this for at least 20 seconds each time).
- Always wash their hands when they get to their room / home and into school
- Use hand sanitiser gel if soap and water are not available.
- Wear a face mask as instructed.
- Try to maintain 2 metres' social distancing at all times. ('1 metre plus' is the minimum.) If that is not possible, they should wear a face mask.
- Try to avoid facing each other when having a conversation.
- Cover their mouth and nose with a tissue or their sleeve (not their hands) when they cough or sneeze.
- Put used tissues in the bin straight away and wash their hands afterwards.
- Try to avoid close contact with people who are unwell.
- Avoid public and shared areas where possible.

The slogan is, 'Catch it, Bin it, Kill it'. Additionally, teaching staff should encourage good hygiene routines such as using hand sanitizer on entering a classroom.

## **Students and staff should not:**

- Touch their eyes, nose, or mouth if their hands are not clean.
- Use public transport if avoidable.
- Invite visitors to their room or visit friends' rooms.
- Share eating utensils, bedding, or towels.

## **Laundry**

- Students are to be allocated specific laundry times by rooms.
- Students may be requested to wash their own bed linen.

## **Cleaning**

- The increased frequency and intensity of disinfection routines established since March will continue.
- Deep cleaning will take place three times a day in isolation areas.
- Government guidance will be followed regarding old cleaning from September:  
<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

## **Surface disinfecting**

- In addition to the professional cleaning routines, wipes will be available throughout the campus for multi-use surfaces such as photocopiers.



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- It is, however, important for us to develop a culture of 'multi-contact-avoidance'. Photocopies, for example, must be kept to the absolute minimum.
- Some surfaces will require particular consideration: water fountains, for example, are necessary for student hydration. However, they should be used only to fill a water bottle; taps must be wiped with disinfecting wipes after and before use.

## Personal objects

- Students and staff must not share equipment, utensils, foodstuffs, etc. where this is not possible, the object should be disinfected with a wipe after use.

## Personal Protective Equipment (PPE)

### Supply and use

- The UK government guidance states that:  
*The majority of staff in education settings will not require PPE beyond what they would normally need for their work.*  
*PPE is only needed in a very small number of cases, including:*
  - *where an individual becomes ill with coronavirus (COVID-19) symptoms while on site, and only then if a distance of 2 metres cannot be maintained*
  - *where a learner already has routine intimate care needs that involve the use of PPE, in which case the same PPE should continue to be used*
- Nevertheless, **given the nature of our school and student body**, at this stage, we think it a sensible precaution to insist that masks are worn in areas where social distancing is not possible and in all public/communal inside areas. Guidance on the wearing of and the safe storage of face coverings can be found here: <https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>
- PPE will be available to students and staff.
- PPE will be a compulsory measure for the House Parent team in many circumstances owing to the nature of their work (e.g. looking after a student whose illness is not Covid-19-related). The same applies to other staff in similar circumstances.
- PPE stock will include disposable gloves and face masks for non-Residence staff. PPE stock for House Parents, and those who are 'clinically vulnerable' will include: disposable FFP3 face masks, aprons, and overshoes; vizor shields and safety specs.
- Further advice on the types and use of PPE can be found here: [safe working in education, childcare and children's social care](#)
- Please note the current off-campus UK government requirements for the wearing of face masks. Face masks have been compulsory on all UK public transport from 15 June 2020. Further guidance can be found here: <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>
- Staff should remind students that most shops also expect customers to wear face masks.



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## Disposal

- All used PPE must be disposed of in yellow clinical bags (if in contact with symptomatic students or staff, waste must be labelled and securely stored for 72 hours - see 'Covid-19 symptoms').

## First Aid

- The UK Government advice is:  
***Does coronavirus (COVID-19) mean that PPE is needed for administering first aid?***  
*Children, young people or learners who require first aid should continue to receive care in the same way. No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms. ('Safe working in education... including use of PPE,' 16 June 2020)*
- PPE kit to be provided for each first aid kit held on site.
- This is to be used when actual first aid is being given rather than just handing out a plaster or ice pack type situation.
- The PPE kit will need to be put on before any first aid is given.
- Once the full PPE kit has been used it will need to be binned and then replenished after the first aider has finished.
- The first aider will need to do this. Supplies of PPE kits will be kept in the medical Centre with first aid stocks and in residences.
- A new set of disposable gloves is to be used each time a kit is accessed for situations that just involve a plaster, icepack or alcohol wipes being given to a student or staff member or for checking stock levels.
- A box of gloves will be kept with the kit to aid this. This will need to be replenished when finished by the last person using / accessing it.
- Stock will be kept in the same locations.
- Social distancing measures must be kept at these times.

## Other physical protections

- Perspex screens will additionally be installed in areas of high traffic to protect those based in these areas, such as the school Reception, canteen and in residence dining areas.

## Covid-19 Symptoms

### Checks

- Current UK government advice on temperature checks is as follows:



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*Parents, carers and settings do not need to take children's temperatures every morning. Routine testing of an individual's temperature is not a reliable method for identifying coronavirus (COVID-19). [...]. If anyone in the household develops a fever, or a new continuous cough, or a loss of, or change in, their normal sense of taste or smell (anosmia), they are advised to follow the [COVID-19: guidance for households with possible coronavirus \(COVID-19\) infection guidance](#) (which states that the ill person should remain in isolation for 7 days and the rest of the household in isolation for 14 days).*

'Implementing protective measures in education and childcare settings'

- Nevertheless, temperature checks are made in many countries and can provide assurance to students, staff, and parents. Each morning students must go directly to the residence reception area for a temperature check before leaving for school. If students do not get their temperature taken, this will be followed up as non-attendance issue.
- Each morning staff will need to take their own temperature, using one of the handheld non-contact infrared thermometers when signing in (kept in the main reception).
- **The main symptoms of Covid-19 are:**
  - **high temperature (over 37.8C)**
  - **new and continuous cough**
  - **loss or change your sense of smell**
  - **More details are on the NHS website: <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>**

## Immediate responses

- NHS advice is that the public – which includes our students - must not go to a GP surgery, pharmacy, or hospital.
- We will call 111 if:
  - a student has symptoms that suggest Covid-19
  - a student has been in close contact with someone with Covid-19
- There is currently no specific treatment for Covid-19. Antibiotics cannot be prescribed, as they have no effect against viruses. It is, however, possible to use medication to relieve the symptoms while the body fights the illness.
- Any student displaying symptoms will be isolated for 7 days, and those with whom they have been in close contact will be isolated for 14 days.
  - Anyone displaying symptoms will be tested. The school will endeavour to hold test kits on site. The school can order NHS test kits via the website: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/> Or, by telephoning 119 or attending a local testing centre.
  - Staff test arrangements are here: <https://www.gov.uk/apply-coronavirus-test-essential-workers>



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- The Head of School, or Head of Boarding will contact the local Public Health England Protection team for further advice in the event of a suspect case: <https://www.torbay.gov.uk/health-and-wellbeing/public-health/coronavirus/>
- See also: 'Isolation arrangements' below.
- Waste of those with coronavirus symptoms (disposable cleaning cloths, tissues, etc.) must be:
  - disposed of in a plastic bag that is tied when full
  - put in a second bag and tied
  - labelled and stored in a suitable and secure place for at least 72 hours before being put in communal waste area

## Test results

- If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (Covid-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of the Residence Bubble or extended Bubble can stop self-isolating.
- if someone tests positive, they must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to normal school routines only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of the Residence Bubble or extended Bubble must continue self-isolating for the full 14 days.
- Further guidance on self-isolation is here: [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)

## Reporting: potential and confirmed cases

- Staff, students, parents, and Admissions Offices will be notified if there is potentially a case of Covid-19 on campus. The school has an obligation to ensure the Health and Safety of students and staff, as well as a duty of care. As required by GDPR, we shall not provide more information than is necessary to fulfil these duties. The names of people with Covid-19 will not be shared with others unless it is essential to protect others.
- The Public Health England (PHE) local protection team will be contacted by the Head of School or the Head of Boarding as required.
- The Health and Safety Executive (HSE) has introduced new guidance which requires employers to make a report of new cases of Covid-19 under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 ("RIDDOR").



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- The guidance requires a report to be made where there has been a 'dangerous occurrence' or 'work-related ill-health and reportable diseases'. Further details are given here: <https://www.hse.gov.uk/coronavirus/riddor/index.htm>
- The Site Manager will make the appropriate report, in consultation with the Head of School.

## Health Protection Team (HPT) responses

- The HPT will carry out a risk assessment to confirm who has been in close contact – as defined in the 'Social Distancing' section – and will ensure that they self-isolate.
- Class/Course lists and Residence reports may be used in this process, so these must be accurate and up-to-date at all times.
- Anyone self-isolating because they have been in close contact with someone who has tested positive, who tests negative, must still self-isolate for the remainder of the 14 days because they could still develop Covid-19 in that time.
- If the test result is positive, they must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period), their 'Residence Bubble' should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)
- If the school has 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, the HPT will provide further isolation guidance.
- With regard to school (as opposed to Residence) closure, the government notes:  
*If you are implementing controls from this list, addressing the risks you have identified and therefore reducing transmission risks, whole site closure based on cases within your setting will not generally be necessary, and should not be considered except on the advice of health protection teams.*

## Isolation arrangements

### Initial process for students with symptoms

- The Government has updated its isolation guidance for boarding schools, which may be read in full here:  
<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings>
- If we think a student is displaying the symptoms of Covid-19 (i.e. a continuous cough, high temperature - over 37.8C, loss or change in sense of smell or taste), we will call 111.



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- The NHS has said: 'Do not go to a GP surgery, pharmacy or hospital...!'
- Anyone with symptoms must isolated for 7 days (14 days if symptoms persist) and anyone they have been in close contact with (less than 2 metres' distance for more than 15 minutes without a mask) over the last 2 weeks will need to be isolated for 14 days. Those needing to isolate will include the student's roommate and anyone who shares a bathroom with the student displaying symptoms.
- NHS 111 has an online coronavirus service that can give medical help and advice: <https://111.nhs.uk/covid-19/>
- If a student is raised as a cause for concern by 111, the NHS will ask for them to take a swab test for definite clarification. If the swab test returns negative, the student will be looked after according to their symptoms (i.e. as usual).
- If the test returns positive, The Public Health England (PHE) local protection team will be contacted by the Head of School or the Head of Boarding as required.

### Students who are isolating must:

- Stay in the emergency rooms / their own rooms in the designated isolation wards.
- Avoid contact with others (e.g. they will not be allowed to visit other students' rooms or accept visitors to their rooms).
- Keep their rooms well-ventilated.
- Contact House Parents or Pathway Managers to carry out reasonable errand (such as buying food, medications, or toiletries) for them.
- Use ONLY the toilets, washrooms, etc. that they have been allocated.
- Wear a mask when out of their room and when a member of staff comes to their room.
- Practise excellent hygiene (i.e. careful handwashing).

### Arrangements for cases beyond our emergency rooms capacity in residence:

<10 boys and/or <10 girls	The top floor of Torre House will be used to isolate girls and the far corridor of Brampton Court for boys. The lower floor of Torre House will be designated as a unisex overflow facility.
<20 boys and/or <20 girls	The far top floor of Brampton Court will be used to isolate all students and the remaining boys would stay. The other boys would move to the lower floor of Torre House.
<30 boys and/or <30 girls	All isolated students would be in Brampton and all non-isolated students would go to Torre House.
<40 boys and/or <40 girls	All-campus isolation in own rooms
Please note: <ul style="list-style-type: none"> <li>• Some students may need to be moved prior to extending isolation areas (specifically, if numbers exceed 15 students of one gender).</li> </ul>	



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- In any room rotation, we expect that overall spare room capacity will enable provision for 72-hour room vacancy following a room 'deep clean'.

- Students who are well enough will be encouraged to join live lessons and follow their normal timetable, whilst using Google Classroom and regular contact with teachers to ensure they are able to keep up with their schoolwork while in isolation.
- Students will also be provided with guidance on appropriate exercise that they can carry out in their rooms if they wish.

## Staff looking after isolating students

- No 'clinically vulnerable' member of staff must look after a student who is isolating.
- The House Parent rota for attending to isolating students must aim to minimise the risk of transmission.
- When supervising an isolating student, members of staff **must** wear a fluid-resistant surgical face mask. If contact with the student is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing or vomiting, then eye protection must also be worn.

## Cleaning of isolation areas

- Government cleaning guidelines must be followed in the isolation areas:  
<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

## Staff with symptoms

- Staff displaying symptoms or living with someone displaying symptoms should self-isolate at home following the NHS guidance:  
<https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/when-to-self-isolate-and-what-to-do/>
- Staff displaying symptoms or living with someone displaying symptoms must inform the Head of School and of those in the school that they might have been in close contact with (less than 2 metres for more than 15 minutes without a face mask).

## NHS Test and Trace



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- Staff must immediately inform the Head of School if they have been notified by the NHS Test and Trace service that they have been in contact with someone with the coronavirus. They will need to self-isolate for 14 days, along with their household and if they get symptoms be tested.
- Students who have been contacted by the NHS Test and Trace service must immediately inform their Pathway Manager or one of the House Parents.
- Further details are here:  
<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/>

## **Off-campus arrangements**

### **Residence to school**

- Students and staff must walk directly between school and residences ensuring 1 metre's social distance between each other and the general public in the morning and afternoon. This is in addition to normal safety when walking to and from school.

### **Lunch and Breaktimes**

- Students will not be permitted to leave site during the school day. This includes at break and at lunchtime.

### **Sports Facilities**

- Our usual sports facilities will be out of bounds until further notice.
- Clubs will continue to run on site wherever possible

### **Torquay and Exeter**

- Post-quarantine, students will be permitted to go into Torquay and Exeter, so long as social distancing and any other required measures are followed, and good judgment is exercised. Public transport may not be used.

### **Other locations**



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- Any other locations are out of bounds until further notice, unless specifically agreed by the Head of School. These exceptions will be risk assessed and the benefit must clearly outweigh any risk.

## **Visitors from off-campus**

- Visitors to campus are strongly discouraged and will not be permitted unless the visit is essential.

## **Classes and school routines**

### **Approaches to teaching and learning**

- As a school we are committed to ensuring the continued delivery of high quality teaching and learning and to supporting every learner to make excellent progress in this final year of their exam course.
- To achieve this, flexibility will be required by all stake-holders and weekly reviews will form part of the ongoing planning process.
- Faculties will need to plan curriculum delivery models with considerable meticulousness and teachers will need to work even more collaboratively. More meetings will have to be conducted online. Online teaching and learning resources should be used where possible. Paper use will need to be minimised.
- Students will have to take even greater responsibility for independent learning tasks. These skills will be developed discretely within subject lessons and in Pathways Support. Faculties will share effective strategies for developing students' independent learning in 'Matrix group' meetings.
- See the updated Marking and Assessment Policy for subject-specific details on new approaches, procedures, and systems.

### **Logistics: an idea of what teaching and learning may look like**

- Any lesson must be very carefully planned, with PPT slides and embedded links to further reading, videos, podcasts, etc. It will also form the core of online content delivery.
- Further training may be required within Faculties to assist teachers in delivery models and building confidence e.g. in using live white boards.
- For some lessons e.g. science, teachers may have to move between two classrooms, setting work for 20 minutes or so with one small group of 4/5 students, while teaching the other 4/5



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students, then swapping over. These 20 minutes in which 4/5 students aged 16 and over are working without a teacher in the room will be designated as 'independent study, remotely supervised'. No student must be left unsupervised in a 'wet' lab any time.

- Where classrooms can be opened out permanently to create a larger teaching space, then we shall seek to do this.
- Students who cannot come to campus will be taught online as outlined in the Home Teaching and Learning document. Students will be briefed by the Assistant Head on the teaching and learning arrangement expectations.
- It may be that around 15% of students will study from home until January, which means that online learning will be concurrent with school learning: a hybrid model, as we experienced in March, will have to continue for some time in Term 1. Please refer to the online learning plan for this
- Classes will continue to be recorded on Zoom or Google Meet and posted on Google Classroom for students' reference.
- Planning and agility will be essential to secure continuity of learning for all students.
- Teachers and course coordinators should refer to the updated IEPs for SEND students.

## Classes

- Classes should never exceed the stated number per room in this document
- Further flexibility could be achieved by extending the school day, though this could raise significant further complications of various kinds.
- It will be important always to plan activities to engage students as they arrive at the classroom, remembering that they may arrive more gradually than normal, having moved around/between campus based on one-way systems.

## Written Assessments

- It is important that students do not lose the practice of handwriting their answers, as this skill is essential in examinations.
- At the same time, the circulation of written papers from person to person must be minimised.
- The norm for written assignments will be for students to produce these on Google docs and submit this via Google Classroom. Handwriting will be encouraged for class notes and exercises in order to continue to promote its practice. Work to be marked by teachers should be submitted on Google docs wherever possible. Feedback will be given in person and online – this may take different forms of feedback, for example by adding comments, editing documents or recording audio feedback.



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- Please make students aware that there is a possibility that the work they produce for assignments may have to count as evidence for their final public examination grades, as turned out to be the case in 2020 for IGCSE, IB and A-level.

## Practical Scientific Activities

- Wherever possible, practical experiments will continue in lessons alongside curriculum delivery and may be supplemented with demonstrations.
- Practical activities will be risk assessed against Covid-19 working recommendations prior to experiments taking place following recommendations from CLEAPPS:  
<http://science.cleapss.org.uk/Resource-Info/GL336-CLEAPSSAdvice-during-the-COVID-19-Coronavirus-Pandemic.aspx>
- Students will be expected to attend practical 'catch-up' sessions where they may need additional support to complete course requirements. Formal sessions are included in the academic calendar and additional sessions may be organised at the discretion of the science faculty.

## Clubs and Activities

- Weekly clubs will run as per the schedule set out with social distance guidelines in mind (schedule available).
- If a club is in a space where social distancing guidelines cannot be applied, we shall try to rearrange a new place and if not possible, the club will be online.

## Weekend Trips

- These will not run throughout the whole of Term 1, although risk-assessed small group trips within Torbay may take place if possible.

## Attendance

- Procedures will be modified to minimise staff-student contact in the Residences. This will entail 'greater e-chasing' by House Parents and teachers, and an extremely proactive and preventative approach by individual teachers. Full details on the attendance procedure are in the updated CME Policy'.



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## **Safeguarding, student welfare and staff welfare**

### **Students**

- Key safeguarding priorities include:
  - Keeping students safe in a remote learning environment – <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>; see also the school's 'E-safety Policy'; report any concerns to the DSL.
  - Ensuring that all Safeguarding duties, including Prevent and FGM, are fulfilled according to government requirements.
- See the updated Safeguarding Policy and PSHE programme.
- Students recorded in the safeguarding log will continue to be given the highest priority.
- Heads of boarding and House Parents will continue pastoral support via individual regular one-to-one meetings, check-ins (emails, telephone calls, WhatsApp, etc.), and socially distanced groups check-ins.
- House Parents will also actively monitor student wellbeing and encourage it through activities and games as possible.
- All staff are 'pastoral staff' in a 24/7 boarding school context and it is the responsibility of all staff to look out for student well-being and take appropriate action where necessary.
- A useful and DfE-approved resource for supporting students when they are experiencing anxiety about Covid-19 issues is:  
<https://www.annafreud.org/coronavirus/>

### **Staff Welfare**

- Checkpoint will hold a return-to-work advice session for all staff prior to return to work during the September INSET day
- Regular check-ins by Line Managers.
- Checkpoint will continue to provide limited sessions as needed for staff.



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- Though not specifically for teachers, MindEd have a useful resource, drawn from a panel of international experts and created with NHS England-Improvement and supported by Skills for Care:  
<https://covid.minded.org.uk/>

## **Other staffing considerations**

- Administrative processes will be redesigned as necessary in order to minimise the risk of transmission.
- Gloves will need to be worn to scan documents, paper use will need to be kept to the minimum, meetings, etc., will take place via Zoom where possible.
- All room/minibus bookings will be by Google Calendar.

## **Risk assessment, handbooks and policies**

- This policy should be read in conjunction with other relevant policies.
- All relevant policies must be reviewed regularly and frequently to take account of the changing circumstances and UK government guidance.
- Covid-19 safety compliance measures must be clearly in review policies and handbooks.
- The Site Manager will review all risk assessments in the light of Covid-19 safety compliance.
- The Single Central Register (SCR) and other databases will be reviewed for any checks, permissions or training that may have become out of date during lockdown.

## **Facilities checks for reopening the campus**

Prior to reopening, the following initial checks will take place to ensure campus safety after a period of disuse:

- Check hot and cold-water supply is operating fully and ensure legionella testing is up-to-date
- Check gas supply and functionality of all appliances



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- Specifically check (i.e. in addition to regular monitoring / testing of equipment) alarm systems, call points, emergency lighting, fire doors, etc.
- Complete visual hazard check of all areas
- Ensure security and access control systems are working properly (changing or updating codes and / or passwords as appropriate)
- Ensure students and staff know to report any areas or practices they consider unsafe under current restrictions
- Agree and implement any necessary changes to laundry procedures
- Agree and implement any variations to cleaning frequency or procedures
- Keyboards/phones/office equipment: sanitising wipes
- All other touchpoint cleaning will be done using paper towels and antibacterial spray or antibacterial wipes:
  - Light switches
  - Door handles (including cupboard doors)
  - Door push/pull areas
  - Appliance handles, such as fridge, oven etc
  - Kettle handle / toaster knobs
  - Appliance buttons and dials
  - TV remotes
  - Kitchen work surfaces
  - Basin / shower / sink taps
  - Toilet flushes
  - Bathroom surfaces including dispensers
  - Tables and desks
  - Keyboards
  - Other office equipment, e.g. printers
  - Landline phones
  - Bannisters / handrails
  - Lift buttons
  - Door code buttons

## Times

- The first round will be done from 9am in residences
- The second from 12:30pm in school
- The third after 4pm in both school and residences

A yellow pedal biohazard bin will be available for waste from checking staff/student symptoms in the Medical Centre. Residences will have yellow pedal biohazard bins in receptions.



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- Covid-19-related signage: <https://www.cpni.gov.uk/covid-19-workplaceactions-0>

## **Temporary school closure for Covid-19 reasons**

- In the event of a future 'lockdown', we shall follow the guidance issued by the UK government and Public Health England. It seems most likely that any future 'lockdowns' will occur at the local level. Torbay County Council guidance will also be followed.
- A possible scenario is that students do not attend classes at the main school building and the School functions as a residential institution only, with classes being taught solely online as in Term 3 of the academic year 2019-20.
- Guidance for Residential Settings makes it clear that the Residence would remain open:

*In the case of any localised outbreaks, we expect you to keep your residential provision open where necessary. Decisions will be made on a case by case basis.*

*You will need to remain open to those who:*

- *have particular needs that cannot be accommodated safely at home*
  - *do not have suitable alternative accommodation*
- Some students may want to return home in these circumstances, depending on the stated or likely length of the 'lockdown'. Arrangements for managing this process will be as orderly as possible and supported by local Admissions Offices.
  - The priority will be to maintain student safety and well-being and ensure continuity of learning.