



## **Westminster Tutors Covid Policy**

**March 2021**

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### **1. Introduction**

This policy has been rewritten for the reopening of schools on March 8th 2021. It is based on the current Department of Education Schools coronavirus operation guidance, February 2021:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/966866/210224\\_Schools\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/966866/210224_Schools_guidance.pdf)

It supersedes the college Covid Policy of September 2020, although many of the policies are similar. The main changes concern a new asymptomatic testing regime and amended policies regarding face coverings and social distancing.

## 2. System of Controls

Public Health England advice for coronavirus remains based upon a system of controls. These controls apply for both pre-existing and new variants. By following the system of controls, risk is reduced and a safer environment created.

The system of controls is divided into **prevention** and **response to any infection**.

Schools and colleges have an obligation to do the following:

### a) Prevention

- I. Minimise contact with individuals who are required to self-isolate by ensuring they do not attend school.
- II. Ensure face coverings are worn in recommended circumstances.
- III. Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- IV. Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
- V. Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- VI. Consider how to minimise contact across the site and maintain social distancing wherever possible.
- VII. Keep occupied spaces well ventilated.

In specific circumstances:

- VIII. Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
- IX. Promote and engage in asymptomatic testing, where available.

### b) Response to Any Infection

We must:

- X. Promote and engage with the NHS Test and Trace process.
- XI. Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
- XII. Contain any outbreak by following local health protection team advice

### a) Prevention

- I. **Minimise contact with individuals who are required to self-isolate by ensuring they do not attend school.**

Students must not come into college if: they have one or more coronavirus symptoms; a member of their household has symptoms; they are required to quarantine having visited a country outside the Common Travel Area; they have had

a positive test; they have been in close contact with someone who has tested positive.

Students must immediately cease to attend college and not attend for at least 10 days after the start of their symptoms or from their test date, if they did not have symptoms but tested positive, whether from a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test.

Anyone told to isolate by NHS Test and Trace or their public health protection team has a legal obligation to self-isolate.

If anyone in the college has symptoms of Covid, including a new and continuous cough, high temperature or loss or change in their normal sense of taste we must send them home to begin isolation, advise them to follow the guidance for households with possible or confirmed COVID-19 and advise them to have a test as soon as possible. Other members of the household should self-isolate.

If a student either tests positive or has COVID-19 symptoms within the college, they will be isolated in room 1. The door will be closed and the window will remain open. Their parents or guardians will be contacted to arrange for them to be collected. They should not use public transport. If they need to use the bathroom they will use the student/visitor toilet at the top of the landing in between the entrance and reception. That toilet will be closed to other users and cleaned and disinfected before being used by anyone else. PPE must be worn by any staff who need to be within 2m of the student. After they have been collected room 1, and any other rooms they used in college, will be cleaned and disinfected.

## **II. Ensure face coverings are worn in recommended circumstances.**

The college policy regarding face coverings has been amended so that:

- Face coverings must be worn by all staff and students when they are moving around the premises, including in the reception and the corridors.
- Face coverings do not need to be worn outside the college, for instance on a college activity in a public space.
- It is recommended that face coverings are worn in classrooms or during activities unless social distancing can be maintained. However, as per the college room risk assessments from the previous policy, social distancing can be maintained in all our rooms. Therefore, as the rooms will be ventilated, and all tuition is one to one, we have established a flexible face covering policy: they do not need to be worn if agreed by both teacher and student. In order to stop one or other party feeling pressured either way, all staff and students have been instructed to contact the Principal if they have any concerns about this policy. If either student or teacher would prefer face coverings to be worn then they must be. Some staff may choose to wear visors, although there is minimal evidence of protection against aerosol transmission.

- Staff working at reception do not need to wear a surgical mask. We are advising they wear visors, although as above, this does little to protect against aerosol transmission and should not be thought of as an alternative to a mask. This compromise was reached in order to balance risk - relatively minimal given social distancing, ventilation, and the low numbers of students using reception - with individual staff effectiveness (e.g. answering phones) and comfort when eating and drinking at their desk.
- Students may remove their face coverings when they are seated in the study room. They must be worn when they arrive and leave the study room. As with reception staff, this has been assessed as a fair balance between risk and student welfare. In addition, as the study room will also act as a student common room while the latter is being used as a testing site, students may also need to eat and drink there.
- The same policy applies to the staff common room/kitchen, for the same reasons: staff must wear face coverings unless they are seated.

These policies will be reviewed when new guidance is received from the government, possibly over Easter.

### **Exemptions**

Some individuals are exempt from wearing face coverings:

- Those who cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties
- Those who speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate.

Students or staff members who are exempt are asked to communicate the reasons with the Principal, although there is no legal requirement that they do so. The student behaviour policy makes a particular note that allowances should be made for people who are not wearing face coverings, for whatever reason, and no discrimination or negative behaviour towards them will be acceptable.

### **Access to face coverings**

A number of face coverings are available to both staff and students in the college, on request, including both surgical masks and visors.

### **III. Ensure everyone is advised to clean their hands thoroughly and more often than usual.**

Students must clean their hands regularly, including with sanitiser. This must be done:

- When they arrive at college
- When they arrive in their tutorial room
- Before or after eating
- After using the toilet

- When they leave their station in the study room

Notices and posters have been placed throughout the college regarding cleaning, social distancing and face coverings.

**IV. Ensure good respiratory hygiene for everyone by promoting the ‘catch it, bin it, kill it’ approach.**

Tissues and bins will be provided throughout the college. Bins will be emptied regularly by the cleaner, who will be wearing PPE.

**V. Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.**

The college has put in place an enhanced cleaning programme. This involves a cleaner being on site throughout the day during college opening hours. They will regularly clean frequently used surfaces, including door handles, tables and chairs and the toilets.

**VI. Consider how to minimise contact across the site and maintain social distancing wherever possible.**

For the academic year 2021/21, all lessons at Westminster Tutors are one to one. In addition, all social and group events, such as PSHCE, sports, staff and parent meetings, are being held remotely, unless at the specific request of one of the parties e.g. a parent visiting the college prior to a student enrolment. For these reasons, contact across the site is relatively minimal, and both staff and students are able to enter the college, conduct lessons and, if they choose, study on site, and then leave, with minimal contact with others. The following additional measures have been taken to ensure that contact between individuals is at a minimum and that social distancing is maintained:

- A 2 metre rule has been brought in for everyone in the college. This replaces the previous policy, where a 1m+ rule applied to those within the same group (students, teachers, administrators). In some instances, e.g. when passing in corridors or in the staff kitchen, these restrictions may be difficult to maintain. However, all members of the college should try and maintain the distance as much as possible, and not spend prolonged periods of time (e.g. more than 15 minutes) closer than 2m to another individual.
- All rooms are clearly demarcated by tape into areas for students and for staff. Students (and staff members) must not cross the tape unless on request and for a necessary reason.
- Timetables have been staggered so that students arrive and leave at different times. Individual timetables vary greatly between students, and some may arrive in the afternoon, even the late afternoon, while others arrive and depart in the morning.
- A maximum number of 30 staff and students has been set for the site at any one time, not including administrators or David Game and his employees.

- Toilets have been separated into staff and student or student/visitor.
- David Game and his staff have restricted access, only to their two rooms, a single toilet and the entrance and corridors leading to the rooms.
- A strict visitor policy has been brought in. If visits are necessary, visitors are briefed on the protocols, include the need to wear face coverings, all details of the visit recorded, including contact details, and they are scheduled to visit at especially quiet times, ideally outside of college opening hours.
- While most staff and students will necessarily use public transport to travel to the college, staff are allowed to request the storage of bicycles on site, subject to an agreement to be responsible for any damage caused in their transportation into and out of the college.
- Students with SEND are supported by the SENCO with any issues they have regarding social distancing, covered by individual risk assessments and mentoring.
- All students must use their own equipment, including laptops, pens and paper and books.
- Staff are able to request the use of a laptop or a Chromebook for the year, which they are able to keep on their person or in their room.
- The sharing of rooms between staff members has been kept to a minimum, and rooms are generally used by two to three staff members only, although this has been adapted due to the necessity to use room 1 as a Covid testing/isolation room and increased student numbers since September.

## **VII. Keep occupied spaces well ventilated.**

The college relies on natural ventilation.

The windows for rooms that are being used that day are opened every morning by a member of the administrative staff. Windows must be kept open while the room is being used. This also applies to reception, the study room and the staff and student common rooms.

All doors should be kept open as a matter of principle. Following a fire risk assessment in August 2020, doors connected to fire evacuation routes are kept open by automatic fire release magnets; other doors, such as on the top floor, may be propped/wedged open when in use. It is essential that staff close the room doors held open by wedges when they are not in use.

Room compliance checks are done twice a day, before and after opening, including checking windows, doors, tape demarcation and hand sanitiser. These compliance checks are an essential requirement of the fire risk assessment.

The rooms are heated to ensure comfort in cold weather. Staff and students are also encouraged to wear warm clothing if necessary.

**VIII. Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.**

PPE is worn by both cleaning staff and staff involved with asymptomatic testing of students using Lateral Flow Devices.

**IX. Promote and engage in asymptomatic testing, where available.**

This is covered in more detail in section 3.

**b) Response to any infection**

**X. Promote and engage with the NHS Test and Trace process.**

Staff members, parents and carers need to book a test if they or their child has symptoms of COVID-19.

They must self-isolate for the reasons listed under 2 a) I.

**Polymerase Chain Reactions (PCR) tests for symptomatic testing**

Anyone displaying symptoms of COVID-19 should book a PCR test, generally through NHS 119.

The college has a small contingency supply of PCR tests. These are to be used in exceptional circumstances for individuals who are symptomatic and who we believe may have barriers to accessing testing elsewhere. The priority for their use is:

- i) Staff
- ii) Students
- iii) Parents
- iv) Others

PCR tests are only available on request from the college Principal, Joe Mattei or Senior Consultant, Virginia Maguire (who are also the Covid Testing Team Leaders).

All staff and students are recommended to download and use the NHS COVID-19 app.

**XI. Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.**

Swift action will be taken if anyone attending the college develops symptoms or tests positive through a LFD, and subsequently tests positive for COVID-19 via a PCR.

We will send home to self-isolate anyone who has been close contact with the individual.

Close contact with someone who has tested positive means:

- Anyone who lives in the same household
- Anyone who has had face-to-face contact, including being coughed on or having face-to-face conversation within 1 metre
- Been within 1 metre for 1 minute or longer with face-to-face contact
- Been within 2 metres of someone for more than 15 minutes (either as a one-off or added up over a day)
- Travelled in the same vehicle

Examples of individuals within Westminster Tutors who will be asked to self-isolate include:

- Teachers and students who have had lessons together
- Students who have shared the study room
- Staff who have shared the kitchen/common room
- Teachers who have had face to face meetings with parents

Records are kept of all face to face lessons and meetings. Likewise, the presence of every individual who is on site is recorded both through the fingerprint door entry system and visitor reception logs. While records are not kept of who shares the study room, or common rooms/kitchens, if a positive case is recorded the Principal or Senior Consultant will immediately begin an investigation into close contacts within the college. Staff and students will be interviewed about whether they came into contact with the person who tested positive, and if there is any doubt about contact, individuals will be asked to self-isolate by default. Given the low numbers of individuals who use the college, this approach is deemed practical and safe.

Data Protection rules will be followed during an investigation, and the names or details of those with coronavirus will not be shared unless essential to protect others.

Guidance concerning household members of those sent home to self-isolate should be followed.

## **XII. Contain any outbreak by following local health protection team advice**

An outbreak is if the college has 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected.

If such an event arises, the college will contact the local health protection team for further advice.

While whole site closure may not be necessary, given the small number of staff and students at the college, it is likely that the college will choose to revert to remote learning while the outbreak is investigated and the college is cleaned and disinfected.

### **Admitting students and staff back to school**



Students and staff members are able to return to school once they have finished their self-isolation period and they are no longer showing the main symptoms of coronavirus (a residual cough or anosmia may persist).

### **3. Asymptomatic Testing**

Lateral Flow Devices (LFD)s are supporting the return to face-to-face education, helping to identify those you are infectious but do not have any COVID-19 symptoms. The college will support students to 'self-swab' at the college's Asymptomatic Testing Site (ATS): initially the student common room for the first 10 days and subsequently room 1, both rooms have floors that can be wiped clean.

While testing is voluntary, it is strongly encouraged. Any student wishing to withdraw from the testing regime must first discuss it with the Principal. Based upon individual circumstances, the Principal reserves the right to restrict access to the college for students not participating in the testing regime. This could include only allowing them to attend face-to-face lessons, but not use common areas such as the study rooms; or to move to remote learning only, if after consultation the risk is seen as contrary to Health & Safety Law. It is important to note that Westminster Tutors offers high quality remote learning, and that we believe this policy does not prejudice educational outcomes for any student.

The following testing regime has been put in place:

- On their return to college, students will be supported by the testing team to self-test on site 3 times, 3-5 days apart. Face-to-face lessons will be conducted after the first negative test.
- Students will be informed of their result 30 minutes after the test.
- They must remain as directed in the ATS while they wait for their test; there is also the option to leave the college and return after 30 minutes.
- Students who test positive will be discreetly informed of the test result, in private. They will then have to self-isolate, in room 1, as above, while they wait to be picked up by a parent or guardian. As some students are over 18 and live in London independently, they may be supported to arrange transportation home independently, but not by using public transport or taxi services.
- After three on site tests, students will self test at home twice a week. The college requires these tests to be carried out on Monday and Thursday mornings before their arrival in college, for monitoring purposes.
- Students under the age of 18 should self-test with adult supervision.
- Staff either have the option of completing two at home tests before their first day at college, or being supported to test on site for a single test; as with

students, they may remain in the ATS or leave and return to the college while they wait for their results.

- All staff and students must report their results to the college as directed.

#### **4. Attendance**

As previously, the college supports the return to in-person learning, for the following three reasons:

- 1) While there are many aspects of remote learning that are effective, particularly with individual tuition, we as a college believe that face to face teaching remains the best way for students to learn.
- 2) From a pastoral point of view, we also believe that attendance in person has numerous mental health benefits for both staff and students.
- 3) Attendance in college remains the best method to ensure safeguarding for students.

While these principles hold true, the health of all our stakeholders is of paramount importance. As employers, we have various responsibilities under The Equality Act, The Health and Safety at Work Act and The Employment Rights Act that ensure that the health and safety of staff and pupils cannot be compromised. As an independent sixth form college, attendance in person is not mandatory. Therefore, the college is taking a flexible approach to attendance, and in line with the college ethos, provision will be tailored individually. Also, as above, attendance is not seen as essential to a high quality educational provision.

Some students and teachers may need to shield as they are clinically extremely vulnerable (CEV), although the risks for some may have been mitigated by vaccinations/s, and a number of conditions applying to children have been removed from the list.

Any staff or student member may request remote learning for non-health related reasons with the Principal; in general staff will be required to attend lessons on site; students may choose to continue remote learning with parental approval.

Any staff or students who are anxious about attending school for mental health reasons will be offered support to help them transition back to face-to-face lessons.

#### **5. School workforce**

Where staff are able to work remotely as effectively as on site, such as administrative staff, they will be encouraged to remain at home. For this reason, Lu Qian, the College Registrar, will continue to work remotely until the Summer Term.

#### **6. Transport**

As above, staff and students are encouraged to avoid public transport if at all possible, although given the location of the college that will be impossible for many.

## **7. Remote Education**

The college has an excellent system for remote education in place. One to one lessons are effective online. Remote lessons take place almost exactly as they would in person - timetables remain the same. Lesson links are sent to both student and teacher the morning of the lessons. Students are, as ever, closely monitored to ensure they complete work and personal tutors are responsible for checking individual progress and pastoral concerns. Safeguarding is maintained by a variety of policies: students and teachers may not arrange lessons privately but they must be booked through the college; college emails must be used for all correspondence; regular safeguarding checks - drop-ins - are conducted by the Designated Safeguarding Lead, who is sent every lesson link.

## **8. School Site**

A new Fire Risk Assessment (FRA) was carried out on 18th August by Ago Safety Services. They gave detailed instructions for which doors can be propped out (most of the teaching rooms on the top floor) and which needed electronic releases (those on the stairwells) and how to ensure these arrangements would be compliant: a strict policy of keeping the doors shut when the rooms are not in use, regular management checks, and a stringent PAT testing regime.

## **9. Curriculum**

Westminster Tutors has been dedicated throughout the Covid pandemic to ensuring that all students receive a high quality, broad and balanced curriculum. We aim to continue this offering through until the end of the academic year. As above, lessons have continued largely unaffected by moving across to remote learning, and tutors have continued to build individual curricula for each student.

As with the college ethos, provision has been tailored around individual needs, and support has been increased as needed. PSHCE lessons have continued remotely, and an individualised sports and activity programme adopted, with the college's Sports Supervisor conducting sessions with the majority of students to plan how they can stay active in lockdown. Study Groups by subject have continued, as has UCAS and CEG support.

## **10. SEND**

SEND provision has also continued largely unaffected by remote learning, with a high level of individual support, including for those students on EHC plans. This will continue through the transition to face-to-face learning.

## **11. Behaviour, Discipline & Wellbeing**

Appendix A sets out the college behaviour policy for the return to face-face-learning on March 8th. The college is proud of its mature, friendly and inclusive atmosphere, and incidences of bullying, aggression or other externalising behaviours are rare. Nevertheless, a disciplinary process has been brought in to ensure compliance with this Covid Policy and that all members of the college remain safe.

Some students have internalising mental health issues such as anxiety. Students will be continued to be supported by personal tutors and mentors, working closely with parents and other health professionals to ensure a consistency of support.

## **12. Safeguarding**

The college takes safeguarding extremely seriously, and will continue to fulfil its obligations following the guidance in *Keeping Children Safe in Education*.

## **13. Inspection**

The college is expecting an Ofsted inspection this academic year: all independent schools are inspected every three years. The college has rated as Outstanding in its last two inspections, and will aim to maintain these standards. No inspection is expected before Easter 2021, and it may be that an inspection is postponed to the academic year 2021/22 for safety and policy reasons.

**Appendix A:**  
**Westminster Tutors Covid Policy Student Behaviour Policy**

**Introduction**

This policy is intended as a guide for students about how to meet the college standards for safe behaviour for their return to in person teaching in March 2021. It should be read alongside the college's Covid Policy and Behaviour Policy.

Although there are penalties for serious and repeated non-compliance listed below, the guidance had been written in the spirit of advice as much as a list of prescriptive rules. The underlying principle is that all individuals in the college should respect each other's preferences and that no individual should endanger either their own or others' safety.

Students should also be aware of mitigating reasons for others' non-compliance. Individuals may have hidden disabilities or neurological differences which make social distancing rules challenging to follow, for instance. Others may be exempt from wearing face coverings. The college ethos is that a positive, tolerant and inclusive approach is adopted. Please do not address other students directly if they are not complying to the rules. Instead speak to a member of staff if you have concerns.

New students are asked to read and sign the declaration form at the end stating that they understand all the policies, and agreed to abide by the rules and guidance outlined.

**Staff Members**

Students may raise any concerns with Covid safety with any staff member. However, the following staff members should be informed or consulted first, if possible.

Joe Mattei, Principal, Covid Testing Team Leader

Virginia Maguire, Senior Consultant and Director of Studies, Covid Testing Team Leader

Lu Qian, College Registrar

Jason Poon, Exams Officer & Administrator

Claire Rivers, Lead Covid Tester & Administrator

*Note on language:*

Policies written as **must** will be the most strictly enforced and should be carried out as a rule.

Policies written as **should** will also be enforced and should be followed, but breaches will likely lead to reduced disciplinary penalties.

The penalties are set out at the end of this policy.

## **Basic Rules & Guidance**

### Social Distancing

- The general guidance for distancing in the college is that students should aim to keep **2 metres** between themselves and everyone else. If this is impossible then a 1m+ rule should temporarily be adopted, for instance when entering or leaving the study room or in corridors.
- Students must not cross the yellow tape demarking separate spaces in the college. This especially applies to teaching rooms and reception.

### Face Coverings

- Face coverings are required, except for those exempt, in all common areas. These include the entrance, corridors and reception.
- Exempt students should contact the Principal to inform him of the reason for the exemption - no permission needs to be granted.
- Students may remove their face coverings when they are sitting down in the study room and (from March 19th) the student common room.
- Students and teachers may agree on whether to wear face coverings in classrooms where social distancing is possible, and where the rooms are adequately ventilated (i.e. window and door open). If either student or teacher requests, face coverings must be worn.
- Students should contact the Principal if they are concerned about face coverings, for instance they feel pressured not to wear one in class.

### Testing

- Lateral Flow Device testing is voluntary but strongly encouraged.
- All students participating in LFD testing must have three tests on site, 3-5 days apart.
- Consequently, they must self-test at home twice a week, on Mondays and Thursdays, reporting the results as directed by the college testing team.
- Students under 18 should be supervised by parents with home self-testing.
- Any student who wishes not to participate with testing must inform the Principal. The Principal reserves the right to limit the attendance of any such

student in college in line with Health & Safety legislation. This would only be done after taking other health and mental health concerns into consideration, and would not be done at any detriment to the core educational or pastoral provision the college offers i.e. all lessons and other activities would be held remotely as per the timetables.

### Physical Contact

- Students should not make physical contact with another person in the college. This includes fellow students.

### Equipment: Computers, Pens and Books

- Students must use their own equipment e.g. laptops, pens and books, and must not take any from reception or any other room.

### The Entrance

- All students must wash their hands and wear a face covering every time they enter the building.

### Reception

- There is one seating space available at each sofa. Students should not sit down at a sofa already occupied.
- While the downstairs kitchen is being used for testing, students must not wait in reception unless as part of their Lateral Flow Testing, on the instruction of Jason or Claire: they must go straight to their teaching rooms or the study room.
- Students should not congregate in reception at any point.

### Downstairs Kitchen

- For the first 10 days the college is open (i.e. March 8th to 18th), the downstairs kitchen will be an Asymptomatic Testing Site (ATS). After this period it will revert to a student only area.
- From March 19th only students will be able to use this area, with the exception of administrative staff who need to use the printer/photocopier.
- The maximum number of students able to sit in the kitchen at any one time is set at 4: 1 at each of the sofas and 1 at each at the tables. Additional students may use the room so long as they adhere to the social distance and non-contact rules.
- Students should bring in their own food and drink and not prepare either of these in the common areas.
- Students must clean any surfaces after use.
- Students must wash their hands with hand sanitiser or soap and water on entering and leaving the kitchen area.

### Teaching Rooms

- Students must wipe down their desks at the beginning and end of every lesson using the disposable wipes, and put the wipes in the bins provided.

- Students must use hand sanitizer at the beginning of every lesson.
- Face covering must be worn until seated, and then may be removed on agreement with the tutor (as above).
- Students should adhere to the preferences of the individual tutor regarding seating and safe communication.
- Students who have concerns over the behaviour of their tutors should contact either the Principal or other senior leader (e.g. the Director of Studies, College Registrar or their personal tutor or mentor) if, for instance, there was an intentional breach of social distancing.
- Students should also contact the Principal if they have concerns over their teaching room and its compliance with the Covid Policy.

### Study Room

- Students must adhere to the social distancing and non-contact policy in the study room.
- Students may consume food and drink in the study room while the student common room is a testing site. Subsequently they must only eat and drink in the common room.
- Students must wipe clean their station before and after use.
- Students should use sanitiser on entering and leaving the room.

### Toilets

- Students must only use the student toilets (labelled as such).
- Students must use sanitiser before and after using the toilet.
- Students should report any issues with the toilets, e.g. cleanliness, to either reception or a senior leader so that they can be cleaned.

### Sickness

- Students must not attend the college in person if they are feeling ill with any Covid related symptoms (including high temperature, new and continuous cough, loss or change of sensations such as taste or smell).
- Students should not attend college with any other new illness until they have spoken directly to the Principal. The NHS advises that students may attend college with a cold, but please do speak to a member of staff before travelling in.
- If students feel ill in college with any Covid symptoms, they should immediately inform the nearest available teacher or administrator. If they are in a toilet when they are feeling ill they should call college reception on 0207 584 1288. They should remain where they are. The college protocols for addressing illness are set out in the full Covid Policy.

### Outside the College



- If students are engaged in college activities e.g. social outings or sports, they must adhere to the policies as described above and in the full Covid Policy.

### Disciplinary Process and Penalties for Breach

Student behaviour at Westminster Tutors is on the whole excellent, and the following disciplinary process has been written in the expectation that all students will adhere to the guidance in the spirit in which it was written. Mistakes may be made, and there is no desire to revert to a draconian disciplinary regime. The disciplinary process will only occur for either intentional, malicious or repeated breaches, and students will always be given the benefit of the doubt regarding context.

All initial breaches will be referred to the Principal for a disciplinary meeting. At this meeting the student will be given a chance to explain how or why they broke the rules. Only very serious breaches will incur an immediate penalty. At the end of the meeting the Principal will set out clear guidance for the student about further behaviour, and will notify them of the potential penalties.

If the student is reported for a second breach, of either the same or a different rule/policy, then the Principal will use his discretion regarding the penalty, using the following list as a guide. The list is not intended to be comprehensive, and the circumstances may dictate lesser or stronger penalties.

At the second disciplinary meeting the student will again be given the chance to set out the circumstances of the breach and if necessary, evidence will be taken from other students, teachers and other staff before the Principal reaches his decision on necessary further action. All details will be recorded, and for very serious breaches a secondary staff member will take minutes of the proceedings.

### Penalties For Repeated or Serious Breaches

- 1) Repeated infraction of a 'must or must not' rule despite clear guidance at the first disciplinary meeting may result in an instant one week suspension from the college. Parents will be informed. Lessons will instead be carried out remotely.
- 2) Repeated infraction of 'should or should not' rules, despite clear guidance at the first disciplinary meeting may result in a *suspended one week suspension and parents informed of the breach.* A suspended penalty means that at further breach the student will immediately incur a one week suspension without any further disciplinary meeting necessary. Lessons will instead be carried out online.
- 3) If on return to college after a suspension, a further breach occurs, either of a 'should' or a 'must' rule, then the Principal reserves the right to move the student to online only lessons for the remainder of their course.
- 4) If at any point there is a very serious breach of the policies, or if the student's behaviour is considered to have endangered the safety of another member of the college, then the Principal reserves the right to immediately suspend or expel the student from the college, as per the college Behaviour Policy.

## Declaration

**Name of Student** (Please print name): \_\_\_\_\_

I have read the Westminster Tutors Covid Policy and the Appendix Student Behaviour Policy. I agree to carry out the rules and guidance as listed, and understand the penalties for breaching any of the rules.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **Appendix B:**

### Westminster Tutors Staff Protocol

#### Introduction

The following protocol has been written for staff members with the purpose of offering general guidance to staff for behaviour within the college. There is no set disciplinary process for breaches. However, staff members are required to read both the Covid Policy and this protocol and inform the Principal if they disagree with any aspect of its approach, or guidance set out within it.

The full Covid Policy itself sets out in detail all the college policies regarding Covid, and this Appendix should be read as a brief summary of some of the most pertinent points.

#### Testing

- While testing is voluntary it is strongly encouraged. Any staff who do not wish to participate in the testing regime should inform the Principal. The Principal reserves the right to limit individual attendance within the college if it is contrary to Health & Safety legislation.
- Staff can either self-test at home twice before their first lesson in college, or be tested on site prior to their first lesson.
- Subsequently, staff must self-test at home twice a week, on Mondays and Thursdays, and follow guidelines from the testing team regarding reporting results.

#### Face Coverings

- These must be worn in the common areas. On agreement with students, tutors do not have to wear face coverings in classrooms with appropriate ventilation (i.e. doors and windows open) and where social distancing is possible. Visors may also be worn as an alternative, although there is limited evidence these limit aerosol transmission.
- Face coverings may be removed when seating in the staff kitchen/common room, but worn when entering and leaving the room and when preparing food and drink.

### Social Distancing

- Staff members should aim to adhere to a 2 meter distance rule. There should be no physical contact between any individual on college premises.

### Sanitiser Use

- Staff should use sanitizer regularly - especially every time they enter the building, after using the toilet and whenever they have touched any surface outside their classroom.

### Teaching Rooms

- Staff are responsible for keeping their rooms clean and tidy and informing the administrators if their room needs extra cleaning.
- Staff may keep certain doors propped open during the day (see fire risk assessment), but they must close the door when the room is not in use.
- Staff are responsible for making sure students comply with the cleaning and distancing rules and informing the Principal of student breaches.

### Equipment

- Staff should follow the guidance for equipment use in the full policy (including books, computers, phones etc.), generally keeping everything in their teaching room and not leaving equipment (e.g. laptops) in the common areas.
- Staff must only use electronic equipment that has been tested (Portable Appliance Testing), and this especially applies to phone or computer chargers - the most likely cause of a fire in the building.

### Upstairs Kitchen

- Staff should adhere to the cleaning and distancing rules in the upstairs kitchen - wiping down any equipment or surfaces used and washing hands regularly.

### Printing and Paper

- Staff should try to minimise the use of printing. If a document *has* to be printed then it should be sent to Jason who will print it out and store it in the allocated pigeon holes (collecting the printing is an agreed breach of the general staff/administrators distancing rule).