



## **Westminster Tutors**

### College Covid Risk Assessment

This document will be updated and reviewed by the Principal on a regular basis throughout the academic year 2020/21, as and when changes are made to government guidance regarding Covid.

Updates will be incorporated and changes communicated to staff, students and parents via email and the college website (see below).

This document should be read alongside the *Westminster Tutors Covid Policy (March 2021)*.

Assessment by: **Joe Mattei**, Principal

Date of this version: **3rd March 2021**

#### **Introduction**

Westminster Tutors is a small independent sixth form college on the Old Brompton Road, in South Kensington, London. The college predominantly teaches in small groups or one to one, and has a maximum capacity of 45 students. The site is made up of a mix of small tutorial rooms and larger classrooms and common spaces, including a student study room. There are two kitchen/common rooms on site where staff and students can prepare food and drink: there are no catering facilities. There is no sports centre, shower facilities or changing rooms. The college opening hours are typically 8.30am to 6pm Monday to Friday. David Game, the proprietor, also has an office on site.

	No 84			No. 86		
Top floor	Room 10	Room 11	Kitchen/ Biology Lab	Room 12 (Piano)	Room 13	Room 15
	Room 9 Study Room			Room 14 Study Room		
	Virginia's Office Room 8			Room 16		
second floor	Joe's Office Room 6		Lu Qian's Office, Room 7	David Game's Office		Room 17
	Room 5 Study Room/ Library			Room 18		
first floor	Room 3 Exam Room		Room 2 iMacs	Jason's Desk		Room 1
				Main Reception		
	Recovery Room Room 4			Common Room Kitchen		

As the majority of classes are one to one at the college, and the ethos of the college is to tailor individual programmes of education, including adapting lesson times/timetables to individual students, in many ways the college is a relatively safe environment regarding the spread of a respiratory illness: there are no crowded classrooms for instance. The average age of students is also older (18) and there are few behavioural issues. Many students commute into London to attend college, and some students, for instance those retaking a single A level, may only attend once a week. Other students attend remotely, including from abroad. As a result, some flexibility has been adopted with policies requiring attendance on site.

**Changes to the August 2020 risk assessment are paragraphs written in bold.** Many of the changes are a result of more stringent guidelines in response to variants (such as SARS-CoV-2 variant (B.1.1.7), known as the Kent variant) which may be more transmissible.

This risk assessment was carried out in line with government (Department for Education) guidance and Health & Safety Law:

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

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus>

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>

<https://www.gov.uk/guidance/contacts-phe-health-protection-teams>

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

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

This policy has been updated to include a colour coded calculation of risk.

### How Risk is Calculated

Each hazard is assessed according to **probability** and **severity**.

Both are scored out of 5, with 5 being high, and are then multiplied to lead to a total score.

### Risk Evaluation

		Consequence of event occurring (Severity)				
		Negligible	Minor	Moderate	Major	Critical
Likelihood of event occurring (Probability)	Almost Certain	Tolerable 5	Substantial 10	Intolerable 15	Intolerable 20	Intolerable 25
	Likely	Tolerable 4	Substantial 8	Intolerable 12	Intolerable 16	Intolerable 20
	Possible	Trivial 3	Tolerable 6	Substantial 9	Intolerable 12	Intolerable 15
	Unlikely	Trivial 2	Tolerable 4	Tolerable 6	Substantial 8	Substantial 10
	Rare	Trivial 1	Trivial 2	Trivial 3	Tolerable 4	Tolerable 5
<b>Likelihood</b>						
Rare, will probably never happen/recur						
Unlikely, do not expect it to happen, but is possible						
Possible, might happen						
Likely, will probably happen						
Almost Certain, will undoubtedly happen						

Risk	Level of Risk	Who might be affected	Mitigating Actions	Additional Controls Needed (Y/N)
<p><b>General Transmission of COVID -19</b></p>	<p><b>10 - Substantial</b></p> <p>Probability = 2 (unlikely)</p> <p>Severity = 5 (critical)</p>	<p>Everyone:</p> <ul style="list-style-type: none"> <li>● Staff (including teaching staff, administrators, cleaners, employees of David Game)</li> <li>● Current Students</li> <li>● Current Parents</li> <li>● Prospective Parents &amp; Students</li> <li>● Contractors</li> </ul> <p>Those in contact with any of the above:</p> <ul style="list-style-type: none"> <li>● Household members</li> <li>● Members of the public</li> </ul>	<p><b>Asymptomatic Testing Process</b> (see separate asymptomatic testing risk assessment)</p> <ul style="list-style-type: none"> <li>● For the reopening of schools on 8th March, the DfE has introduced new guidance (February 2021) based around updated systems of controls regarding prevention and response to infection. Central to these systems are regular testing of staff and students, predominantly through Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) tests.</li> <li>● The college has implemented the testing regime as specified in the guidance. The separate risk assessment covers the majority of the risks, but the general actions taken are: <ul style="list-style-type: none"> <li>○ The appointment of Testing Team Leaders to oversee the process (Virginia Maguire, Senior Consultant and Joe Mattei, Principal).</li> <li>○ The appointment of Claire Rivers as lead tester.</li> <li>○ Full training of all testing staff</li> <li>○ PPE will be worn by testers</li> <li>○ The use of the student kitchen as Asymptomatic Testing Site (ATS) with room 1 as an isolation room. Both rooms have moppable floors.</li> <li>○ Systems in place to stagger arrival times of students being tested; limited access to college while waiting for test results.</li> <li>○ Recording systems implemented.</li> </ul> </li> </ul>	<p>N</p>

			<ul style="list-style-type: none"><li>○ All students to test three times on site 3-5 days apart; students attending fewer times to self-test at home for missing tests.</li><li>○ Staff to test at home twice with LFDs before first lesson in college, or once on site under supervision (as with students).</li><li>○ All staff and students consequently to test at home twice a week on prescribed days: Mondays and Thursdays before coming to college. Detailed records to be kept of all tests - confirmation emails to be forwarded to WT email.</li><li>○ All staff and students strongly encouraged to test; individual meetings with Principal with all students or students and parents (if under 18) for those choosing to opt out; the right to limit attendance for those opting out in compliance with Health &amp; Safety legislation and to move to remote learning.</li><li>○ Policy brought in to ensure that students isolate if testing positive, both within the college (room 1) and at home (10 days with no symptoms).</li><li>○ Updates to be made to self-isolating policy in line with government guidance on PCR testing to reduce self-isolation time.</li><li>○ PCR tests to be distributed as per the Covid Policy to those unable to access tests through 119 or walk-in sites, priority to staff.</li><li>○ The college will engage fully with NHS Test &amp; Trace in all testing procedures.</li><li>○ The college will engage with local health protection teams if there is an outbreak, and follow the DfE guidance in full regarding procedures and protocols (see Covid Policy).</li></ul>	
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			<p><b><u>Policy Changes</u></b></p> <p>These are summary of changes to college policy re: for instance, admissions, examinations etc. Full details to be found in the relevant policy.</p> <ul style="list-style-type: none"> <li>● The college is limiting its admissions in 2020/21 to students not covered by <b>Compulsory School Age</b> requirements i.e. those over 16 and/or those with elective home education. This is in order to restrict the need for group activities such as sports.</li> <li>● All lessons in 2020/21 will be <b>one to one</b>. This is to limit class size to the absolute minimum.</li> <li>● The <b>maximum number of staff and students</b> on site at any one time has been set at 30, not including admin staff, cleaners or David Game and his employees. This is to limit the likelihood of crowding, especially in common areas such as reception, and in corridors.</li> <li>● <b>Remote Learning</b> will be available as an option to all students (and parents) on request, and for those, as below, who are shielding.</li> </ul> <p><b>Clinically Extremely Vulnerable (CEV)</b></p> <ul style="list-style-type: none"> <li>● All those who are themselves shielding due to being clinically extremely vulnerable (CEV), or are members of the household of someone who is CEV will not attend lessons on site. Lessons will be held remotely by all those in this group. Participation in PSHCE, sports and activities, meetings etc. will also be remote. For those who are vulnerable but not legally required to shield, individual risk assessments will determine whether further mitigating measures are necessary to ensure their safety in the college e.g. whether they should not use the common rooms.</li> </ul> <p><b>Timetables</b></p> <ul style="list-style-type: none"> <li>● This will be created by the college registrar with the aim of <b>staggering arrival and departure times</b> (timetables are flexible, with no set times).</li> </ul>	
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			<ul style="list-style-type: none"> <li>• Tutors' timetables will be arranged so that there are <b>fewer breaks between lessons</b>, especially on short days where a tutor may only be in college for one or two students, with less need for tutors to use common areas. This will not be done to the detriment of statutory breaks, and will be done in consultation with individual tutors.</li> </ul> <p><b>Room Allocation</b></p> <ul style="list-style-type: none"> <li>• <b>In a change to the March policy, while we will try and keep tutors in the same room as much as possible, due to an increase in student numbers and the use of room 1 for isolation, some tutors may have to move rooms during the week. No room will be used by more than one tutor in a day (wherever possible), and the rooms will be thoroughly cleaned. Laptops and other equipment may need to be stored in tutor pigeon holes.</b></li> <li>• As before, there are <b>separate spaces for staff and students</b>, with the upstairs kitchen and room 12 now being staff only areas. The study room is student only, and after the ATS has been moved to room 1 after 10 days, the downstairs kitchen will revert to being the student common room.</li> <li>• The <b>toilets are also separated</b> into staff and student or student/visitor.</li> </ul> <p><b>Sickness Policy</b></p> <ul style="list-style-type: none"> <li>• As in March, tutors are able to continue to take <b>two sick days</b> without the need to make up the lessons. This is intended to stop tutors coming into college when they are unwell, worried about the pressure to make up lessons at other times.</li> </ul> <p><b>Visitor Policy</b></p> <ul style="list-style-type: none"> <li>• A <b>strict visitor policy</b> has been brought in. All visits will be minimised, with meetings held remotely by default. Exceptions will be made for meetings where visiting the college is necessary, e.g. prospective students and parents looking to enrol in September 2021.</li> </ul>	
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<b>Aerosol transmission (on site)</b>	<p><b>10 - Substantial</b></p> <p>Probability = 2 (unlikely)</p> <p>Severity = 5 (critical)</p>	<p>All those using or visiting the college:</p> <ul style="list-style-type: none"> <li>• Staff (including teaching staff, administrators, cleaners, employees of David Game)</li> <li>• Current Students</li> <li>• Current Parents</li> <li>• Prospective Parents &amp; Students</li> <li>• Contractors</li> </ul>	<p>These are specific policies designed to reduce the risk of transmission through the air, in addition to those named above. There is some overlap in these mitigating measures as transmission can occur by more than one method simultaneously.</p> <p><b>Social Distancing:</b></p> <ul style="list-style-type: none"> <li>• <b>In a change to the March policy, a 2 metre distancing rule for all staff, students and teachers has now been imposed (it was previously 1m+ for those in the same group). This will also apply in common areas, although in spaces such as the study room, it may not always be possible to maintain distance when, for instance, people arrive and leave. The signage will be changed as a result.</b></li> </ul> <p><b>Individual Room Distancing</b></p> <ul style="list-style-type: none"> <li>• <b>2m tape</b> has been used throughout the building to demarcate student and staff zones.</li> <li>• A <b>room risk assessment</b> was carried out in August 2020 that assessed that all rooms could be made 2m compliant, albeit with some of the small tutorial rooms the doorway would need to be used by students to maintain distance.</li> <li>• The <b>study room</b> has been altered so that there are six stations, separated to ensure a 2m distance between seated students. The stations are also separated by plastic barriers and gaps between the freestanding tables.</li> </ul> <p><b>Face Coverings:</b></p> <ul style="list-style-type: none"> <li>• As previously, face coverings are <b>mandatory in the common areas</b> of the college, including the entrance, reception and corridors.</li> </ul>	N

			<ul style="list-style-type: none"> <li>● Individuals who are <b>exempt</b> from wearing face coverings for physical or mental health reasons must inform the Principal of the reasons for their exemption. An <b>exemption register</b> will be kept.</li> <li>● The student <b>behavioural policy</b> makes clear that those who are exempt must not receive any discrimination from other members of the college, and an inclusive approach has been adopted. Exempt individuals are able to decide whether to disclose the reasons for exemption to other students/teachers. Students or teachers who are concerned about exemptions e.g. for someone they are teaching or are being taught by, can discuss their concerns with the Principal.</li> <li>● <b>In a change to the previous policy, face coverings now need to be worn in classrooms unless both parties agree to their removal. This will only be possible in well ventilated rooms (as below) with social distancing rules applied. To stop either party feeling pressured into removing masks, the Principal will inform staff (in an all staff meeting) and students (in PSHCE and via email) that they should inform him if they have any concerns about mask removal.</b></li> <li>● <b>Tutors are also welcome to wear visors in class, although there is very little evidence they reduce aerosol transmission and they should not be seen as an alternative to surgical masks.</b></li> <li>● <b>The reception staff have also been asked to wear visors, with the above proviso regarding efficacy; they may choose to wear masks instead, although this may affect their ability to communicate e.g. on the phone.</b></li> </ul> <p><b>Ventilation:</b></p> <ul style="list-style-type: none"> <li>● The college is <b>naturally ventilated</b> i.e. by open windows and doors.</li> <li>● As previously, a <b>fire risk assessment</b> in August 2020 recommended that certain doors not directly connected to the fire escapes (mainly those on the top floor) could be propped or</li> </ul>	
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			<p>wedged open when in use. A number of systems are used to mitigate the risk from fire: stringent checks are made every morning and evening to check that the doors are closed and that all electrical equipment has been switched off (records kept of all inspections); all electrical equipment brought into the school must be PAT tested; staff and students may not bring in phone chargers - these will be provided by reception. The doors connected to the main escape routes have been fitted with electronic releases. As a result of these policies, all doors in the college can now remain open, and as a policy should do so when occupied. The exception is that for confidential meetings or mentoring sessions doors may be closed, but only in the larger rooms (e.g. Principal's office) and only with the window open.</p> <ul style="list-style-type: none"> <li>• All <b>windows are to remain open</b> while the room is occupied. This includes reception, the study room, the common rooms and all teaching rooms. Regular inspections are made to ensure the sash windows open and close properly.</li> <li>• An amended <b>heating system</b> has been brought in, including the use of an increased number of electric heaters, to ensure student and staff comfort during lessons.</li> </ul> <p><b>Catch It, Bin It, Kill It:</b></p> <ul style="list-style-type: none"> <li>• The college follows the national policy advice regarding the safe disposal of tissues. Bins are emptied regularly by the cleaning staff, using PPE. All students and staff will be encouraged to follow the policy.</li> </ul>	
<p><b>Transmission via surfaces (on site)</b></p>	<p><b>10 - Substantial</b></p> <p>Probability = 2 (unlikely)</p> <p>Severity = 5 (critical)</p>	<p>All those using or visiting the college:</p> <ul style="list-style-type: none"> <li>• Staff (including teaching staff, administrators, cleaners, employees of David Game)</li> <li>• Current Students</li> </ul>	<p><b>Hand-washing</b></p> <ul style="list-style-type: none"> <li>• The most effective means of stopping the transmission of COVID-19 via surfaces is regular use of hand-washing, especially via <b>sanitisers</b>. The college will adopt a strict policy regarding handwashing, and sanitising stations will be provided throughout the building, including at the entrance, in all classrooms, in common rooms, at every station in the study room. The twice daily compliance inspections will also check that the sanitisers are</li> </ul>	<p>N</p>

		<ul style="list-style-type: none"> <li>● Current Parents</li> <li>● Prospective Parents &amp; Students</li> <li>● Contractors</li> </ul>	<p>full: the cleaner is responsible during the day for replacing them or filling them up.</p> <ul style="list-style-type: none"> <li>● The sanitiser at the <b>entrance</b> will be electronic. As previously, there is no safe or practical way for individuals to sanitise their hands before entering the college, therefore a sanitising station has been placed directly in the entrance hallway.</li> <li>● <b>Posters</b> throughout the college remind people to sanitise.</li> <li>● <b>Sanitising wipes</b> are also available throughout the college, including in reception and every classroom and student workstation. These will also be replenished via the compliance checks.</li> </ul> <p><b>Student Classroom &amp; Study Room Policy</b></p> <ul style="list-style-type: none"> <li>● A strict policy has been brought in for students when <b>entering and leaving</b> a classroom. The students must sanitise their hands and then wipe down the desk at the beginning and end of every class. The behaviour policies outline the disciplinary process for students failing to adhere to this policy.</li> <li>● The same policy applies to students using the <b>study room</b>.</li> </ul> <p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>● An <b>enhanced cleaning programme</b> has been introduced. A cleaner will be present throughout college opening hours to clean. They will concentrate on cleaning higher risk surfaces, such as door handles, the bannisters, toilets and desks/tables. They will also carry out secondary compliance checks with windows, open doors, sanitisers and wipes. They will wear appropriate PPE, e.g. gloves when emptying bins.</li> </ul> <p><b>Equipment</b></p> <ul style="list-style-type: none"> <li>● All students will be required to bring their <b>own equipment</b> into college, including laptops, books, pens and stationery etc. The college will not be able to provide any of the above. The exception is students may not bring in phone chargers (high fire risk) - these will be provided at reception.</li> </ul>	
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			<ul style="list-style-type: none"> <li>Staff can request to use one of the college laptops or Chromebooks for the duration of the academic year. These can be kept in rooms or pigeon holes - a register will be kept.</li> <li>The college is aiming to be as paper free as possible. Staff and students are encouraged to use online resources as much as possible. If material needs to be printed, or photocopies made, then it will be sent to Jason (or alternative administrator), so that only one person is entering kitchen/common room/ATS site and using the machine. Work will be left in pigeon holes or on the side. Sanitising rules apply for equipment.</li> </ul> <p><b>Open Door Policy</b></p> <ul style="list-style-type: none"> <li>As above, all doors will be open for much of the college opening hours. This should reduce the need to touch door handles. Door handles will be cleaned regularly as part of the enhanced cleaning regime.</li> </ul> <p><b>Non-touching policy</b></p> <ul style="list-style-type: none"> <li>A non-touching policy has been introduced, supported by the student behaviour policy.</li> </ul>	
<b>Transmission while on transportation to and from site</b>	<p><b>5 - Tolerable</b></p> <p>Probability = 1 (rare)</p> <p>Severity = 5 (critical)</p>	<p>All those visiting or using the college:</p> <ul style="list-style-type: none"> <li>Staff (including teaching staff, administrators, cleaners, employees of David Game)</li> <li>Current Students</li> <li>Current Parents</li> <li>Prospective Parents &amp; Students</li> <li>Contractors</li> </ul>	<p>Westminster Tutors is situated above a shop and a restaurant on the Old Brompton Road. Due to its situation, there are no facilities to store bicycles or park cars. Therefore, the majority of students, teachers and visitors will be arriving by public transport. However, cycling and walking are to be encouraged.</p> <p><b>Bicycle Policy</b></p> <ul style="list-style-type: none"> <li>On request, staff members are able store bicycles in the building. They will be responsible for the safe transportation of the bicycles into the building and will accept responsibility or damage done to objects or people, including themselves.</li> </ul>	N
<b>Awareness and</b>	<p><b>9 - Substantial</b></p>	All stakeholders and visitors	<p>The college will ensure that this risk assessment and linked policies will be distributed to stakeholders including staff, students and parents.</p> <ul style="list-style-type: none"> <li>Communication will predominantly be through <b>email</b>.</li> </ul>	N

<p><b>knowledge of rules</b></p>	<p>Probability = 3 (possible)</p> <p>Severity = 3 (moderate)</p>		<ul style="list-style-type: none"> <li>• Individuals will be informed that these are <b>living documents</b>, created through consultation and updated to reflect new guidance and best practice.</li> <li>• Staff and student <b>meetings</b> will be held to ensure all members of the college have the opportunity to discuss the policies.</li> <li>• <b>Senior leaders</b> and <b>personal tutors</b> will also be available to address any specific concerns.</li> <li>• The policies will also be covered at <b>interview</b> and <b>induction</b>.</li> <li>• All <b>prospective parents</b> will be emailed a copy of the policy before attending the college in person.</li> <li>• The Covid policy and this RA will be published on the college <b>website</b>.</li> <li>• Appropriate <b>signage</b>, generally distributed through official DfE emails and sites, will be placed throughout the building.</li> </ul>	
<p><b>Risks specific to SEND students</b></p>	<p>10 - <b>Substantial</b></p> <p>Probability = 2 (unlikely)</p> <p>Severity = 5 (critical)</p>	<p>SEND students, especially those on an EHCP (Education, Health &amp; Care Plan)</p>	<p>Students who are covered by an EHCP will have <b>individual risk assessments</b> to assess the impact of these policies, including awareness of any issues regarding communication, face coverings, social distancing etc. <b>Mentors</b> will also cover the procedures in their sessions, in an inclusive and collaborative manner.</p>	<p>N</p>
<p><b>Mental Health Risks</b></p>	<p>9 - <b>Substantial</b></p> <p>Probability = 3 (possible)</p> <p>Severity = 3 (moderate)</p>	<p>All students and staff</p>	<p>The college places special emphasis on the pastoral support it offers students, especially concerning mental health. The approach, as per the college ethos, will differ for each student, but personal tutors, mentors and senior leaders will work closely with students, subject teachers and parents to ensure that each individual in the college is supported with their mental health. This includes staff as well as students. More specifically:</p> <ul style="list-style-type: none"> <li>• Students will have <b>regular meetings</b> with personal tutors specifically concerning their wellbeing. These will be weekly for students who have issues, either previously known or raised during lockdown, with mental health.</li> </ul>	<p>N</p>

			<ul style="list-style-type: none"> <li>● <b>All tutors</b> will be informed to contact the Principal or Senior Consultant if they have issues themselves with mental health. This will be done regularly by both email and in staff meetings.</li> <li>● Tutors will also be asked to <b>raise any concerns</b> they have with the Principal or Senior Consultant about any student.</li> <li>● <b>PSHCE sessions</b> will address mental health, with special sessions on stress and anxiety.</li> <li>● <b>The college sports supervisor will continue offering one-to-one support for students, with individual programmes for how to stay active under lockdown/restrictions. This has been adapted from the previous RA/policy, with the all student sessions being discontinued and an individualised approach adopted.</b></li> </ul>	
<b>Behavioural Issues/non-compliance</b>	<b>4 - Tolerable</b>  Probability = 2 (unlikely)  Severity = 2 (minor)	All students and staff	<ul style="list-style-type: none"> <li>● The college generally has few issues with student behaviour. However, to ensure compliance, all students will be issued with a <b>Code of Conduct</b>, which they will have to read and sign. A register will be kept. The code of conduct will outline the key rules and procedures, using the language of ‘must’ and ‘should’, and setting out a linked disciplinary process for breaches.</li> <li>● Staff will also be issued with a <b>Staff Protocol</b>. This will be for guidance purposes only, and not linked to specific disciplinary procedures, which will be covered by the standard policies and contracts.</li> </ul>	N
<b>Safeguarding</b>	<b>8 - Substantial</b>  Probability = 2 (unlikely)  Severity = 4 (major)	All students and staff	Safeguarding is incredibly important to Westminster Tutors. Additional risks due to COVID-19 include: <ul style="list-style-type: none"> <li>● Increased time spent in <b>lockdown</b> at home with potentially abusive or negligent parents, guardians, siblings etc. Personal tutors, senior leaders and subject teachers should ensure all safeguarding concerns are immediately raised with the Designated Safeguarding Lead or Deputy.</li> <li>● In order to ensure all <b>remote lessons</b> are safe the following policies are in place: <ul style="list-style-type: none"> <li>○ All remote lessons are scheduled by the college, not by individual tutors and students.</li> </ul> </li> </ul>	N

			<ul style="list-style-type: none"><li>○ Parents and guardians are sent copies of the timetables.</li><li>○ Changes in lesson times must be through the college.</li><li>○ Links to all remote lessons are sent to the DSL. He will 'drop in' on lessons regularly. A register will be kept of observations.</li><li>○ Cameras must be kept on in lessons, and any inappropriate clothing or behaviour reported to the DSL.</li><li>○ Remote lessons cannot be held with either teacher or student in/on a bed - they must be at a desk or table.</li></ul>	
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