



CAMBRIDGE  
SCHOOL OF  
VISUAL &  
PERFORMING  
ARTS

## COVID-19 ADDENDUM SUMMARY

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Date added to Policy	01.09.20
Next Review Date	As required, based on UK Government guidance
Lead for Review	Principal, Rector, DSLs, Designated Governor for Safeguarding and Child Protection
Version	1.0

# Introduction

In response to the global COVID-19 outbreak we have made amendments to a variety of our policies to safeguard the health and wellbeing of staff, students and any visitors, as well as ensuring that we adhere to government guidance This is not to be used an exhaustive document and individual policies should be referred to. Please note that the Safeguarding Policy Addendum is contained within the Safeguarding Policy, which can be found at <https://www.catseducation.com/policies.htm> and <https://www.csvpa.com/about/policies.htm>.

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## Anti-Bullying

### Covid-19 and bullying

The Colleges recognise that at this time there is an additional risk of bullying associated with Covid-19. This is particularly in relation to Chinese students but may also include other nationalities as the situation develops. It may also relate to some students taking Covid 19 safety measures more seriously than others. Staff must be vigilant to spot any such increase in bullying and it is important that any incidents are fully investigated by the Colleges and dealt with to minimise the upset to victims and to minimise escalation.

## Attendance and Engagement

### Educational settings status Form

The government-required daily educational setting status form will be completed by midday from 7<sup>th</sup> September 2020 until further notice.

Students in boarding accommodation will be considered to be ‘present in the educational setting’ during any self-isolation period, as long as they remain under our care.

### Distance learning

UKVI have confirmed Tier 4 sponsors can also commence sponsoring new students who will start studying through distance or blended learning in the 2020-2021 academic year provided they intend to transition to face-to-face learning as soon as circumstances allow. UKVI expect Tier 4 students with a CAS to continue to be monitored.

Where a student is studying by distance learning, the colleges will use expected online contact points to monitor engagement. The college will withdraw sponsorship from students who stop engaging with their distance learning for any reason unrelated to Covid-19.

### Follow up for Distance Learners

It is expected that all the school’s normal processes for congratulating those with excellent levels of engagement will continue. Congratulating those who do well is as, if not more, important than supporting those who are struggling.

Students having difficulties accessing the system should immediately contact College staff so that it can be recorded appropriately. We will generally also require a parental email confirming any reasons for non-engagement, unless students are on degree level or above courses.

Students who are not engaging with their studies as expected will receive regular communication from staff at the College. It is understood that there may be valid reasons that students are not attending. It is important that every effort is made to find out what the College can do to help.

### Stage Warnings and Distance Learners

In recognition of the difficulties that some students may have accessing lessons remotely, flexibility is allowed in marking students as authorised absence. Flexibility may also be required with IT issues, however repeated issues will require follow up.

Engagement with teaching staff and completion of work can also be taken into account when reviewing a stage warning. A note must be recorded on Shackleton.

Students are not required to attend classes scheduled at unsociable hours (defined as pre 8am and post 8pm in their timezone). Relevant students on these registers will be marked as 'N' – optional.

### Students not attending in circumstances related to coronavirus (COVID-19)

Any student who has symptoms of Covid-19 or has tested positive for Covid-19, or who lives with someone who has symptoms of Covid-19 or has tested positive for Covid-19, must not attend classes in person.

Students who are required to self-isolate because they are a close contact of someone who has symptoms or confirmed Covid-19, or as part of a period of quarantine, must not attend classes in person.

A student who is ill and unable to attend should be marked as 'M' (medical absence). Other students should be encouraged to participate in the online provision offered to them. If there is a requirement on registers, then these students should be marked as 'Z' (Not expected). Alternatively, the online register codes can be used. Notes must be made explaining that the absence from face to face lessons is due to Covid-19.

For students in independent accommodation, either the student (if over 18) or their parent/guardian can self-certify absence for up to 5 missed days. Students unable to attend in person for more than 5 days because of Covid-19 should obtain an isolation note, which can be done online via <https://111.nhs.uk/isolation-note>.

## Confidentiality

### Disclosures and online learners

The policy includes any disclosures by a student who is an online learner living at home or living in the UK, outside the campus. Such situations will be more challenging for the College to manage but should be reported to the DSL who will determine the appropriate next steps. Wherever possible the timelines detailed in the policy for followed. Where it is not possible, appropriate notes should be made so that it is understood what caused the delay.

# Disability Access and Accessibility

## Covid-19 Health Risk Management Plan

People at greater risk of more serious illness due to COVID-19 include:

- people with certain chronic health conditions and/or compromised immune systems
- some people with disability

A Covid-19 Health Risk Management Plan should be completed for any students known to be a greater risk. The college should consider if changes are required to reduce the student's Covid-19 risk. The plan should be completed with input from the parents and/or the student's home doctor as well as with the college medical staff.

## Online learning

Online learning will continue to be provided for the Autumn term. Reasonable efforts must be made to ensure that online learning is accessible to all students. This may include support for teachers to adapt online learning to better address a student's particular special educational needs.

## Returning to College after the coronavirus lockdown

The Covid-19 pandemic and subsequent lockdown is an unprecedented situation in the lives of students, potentially impacting on all of their mental health and wellbeing. However, it is likely the situation has been especially challenging for students with pre-existing mental health problems. Students with physical or mental health concerns may also feel more anxious about returning to college.

All staff should be encouraged to keep an open mind about what students may be going through, or have been through. Where necessary, additional support may be required to support students to achieve academically.

# Education Trips and Visits

## Introduction

Non-overnight domestic educational visits can resume in the Autumn term. This should be done in line with protective measures, such as keeping students within their consistent group, and the Covid-secure measures in place at the destination.

## Risk Assessment

As normal, the College will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, the College will consider what Covid-19 control measures need to be used and ensure awareness of wider advice on visiting indoor and outdoor venues.

## Pre-departure checks

The Visit Leader must ensure that students and staff have sufficient PPE supplies and hand sanitiser with them.

## Student briefing

The Visit Leader must ensure that students and staff are aware of specific issues in respect to Covid-19, for example the Covid-secure measures in place at the destination.

## Exeats

### Quarantine and lockdown periods

No exeats will be approved during any imposed quarantine or lockdown periods.

### Day exeats

Day Exeats are not allowed excluding exceptional circumstances.

In an exceptional case, any responsible adult (for under 16's) will be required to complete a medical declaration form before being allowed to accompany a student.

If the college moves to escalation Level 1-5, previously approved exeats may need to be declined.

### Overnight exeats

Overnight exeats are not allowed excluding exceptional circumstances.

Permission may be granted in exceptional cases, but additional checks on the responsible adult (for students under 18) and the overnight arrangements will be required.

If the college moves to escalation Level 1-5, previously approved exeats may need to be declined.

## Face Coverings

### Face Coverings

It is college policy that students, staff and visitors wear masks while within the college campus buildings unless directed otherwise by the Nurse, Principal or Rector.

## Fire Prevention

### Fire Doors

Whilst it is important to limit use of door handles and aid ventilation where possible, if fire doors are to be propped open it must only be by using automatic Door Guards that will shut automatically in the event of the fire alarm being sounded.

### Fire Risk Assessments

All Fire Risk Assessments must be reviewed prior to opening to determine whether any changes that are made to the premises or staff to control the spread of Covid-19 are managed and mitigated.

Any changes to fire escape routes must be clearly identified and communicated effectively to all staff and students.

### Fire Drills

Fire Drills will continue to be carried out as detailed in the Fire Drill Policy.

All students, including continuing students, will be taken through fire evacuation procedures at the start of term to ensure they are aware of any revised instructions.

# First Aid

## Hygiene and Infection Control

All staff will be trained on how to take precautions to avoid Covid-19 infection.

If a student becomes unwell with symptoms of Covid-19 and contact with the student is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.

All staff will have access to single use disposable gloves, hand washing facilities and masks.

# Medical Care

## Students and isolation

Any student displaying symptoms of Covid-19 (new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell), or has tested positive for Covid-19, or who lives with someone who has symptoms of Covid-19 or has tested positive for Covid-19, must not attend classes in person. This must be clearly communicated to students on arrival and on an ongoing basis.

Students in independent accommodation will be given advice on who to contact if they if they experience symptoms or must self-isolate and cannot attend College. The response should include a reminder to follow government isolation guidelines:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>.

Students in boarding accommodation will be advised on how to have initial contact-free communication with the nurse.

## Daily temperature checks

Temperature checks will be done daily.

Students registering above normal temperate (37.8 C or above) must be dealt with discretely to avoid embarrassment or alarm amongst other students. Procedures will specify that 'An elevated temperature does not indicate Covid-19, however, the student will report immediately to the Nurse for follow up.'

The Nurse will decide the follow-up action required according to College procedures, which have been created according to PHE recommendations. The student will be moved to an isolation room to await further instructions.

If appropriate, for students in independent accommodation the parents/guardian will be contacted and the Nurse will decide whether the student can/cannot travel home safely.

## Students unwell whilst in college

The relevant staff member should calmly isolate the symptomatic student (new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell) in current building behind a closed door (ideally with an open window), notify nurse promptly, reassure and await further instruction. This message will be displayed on signs in classrooms.

The nurse will decide means of transfer home (independent accommodation) or to isolation room in Boarding House.

Independent accommodation students must be advised to follow 'stay at home: guidance for households with possible or confirmed Covid-19 infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have Covid-19.

If the isolated student needs to go to the toilet while waiting to be collected or moved, the toilet must be cleaned and disinfected using standard cleaning products before being used by anyone else.

The area used by the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people.

When dealing with a potential Covid-19 case, staff must wear appropriate PPE, as provided by the College. The PPE must be disposed of appropriately.

### Student Self-isolation in boarding house

Boarding students will be isolated away from other students. If they do not have an ensuite room they will be allocated a separate bathroom which must be cleaned and disinfected using standard cleaning products before being used by anyone else. The area used by the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people.

PHE to be contacted to engage with test and trace system. There will be an escalation procedure for the isolation of other students and staff based on government (Public Health England) guidance and availability of tests at the time.

## Missing Students

### Policy scope

The Missing Student Policy refers to students who are face to face learners at the College. The College cannot reasonably apply this policy to those students who are not physically at College, but joining lessons online. Non-attendance by them at lessons is covered by the Attendance and Engagement Policy(ies).

## Pastoral Principles and Welfare

### Introduction

It is understood that students' experiences of the Covid-19 pandemic will have been very varied. Students may have experienced loss and bereavement, family conflict, and financial concerns amongst others as a direct result of the pandemic.

### Welfare Support

There is access to a range of individuals that students can speak to at the Colleges. All staff will be made aware of the additional and emotional support that may be required. Annual safeguarding training will focus on being prepared for challenging behaviour, safeguarding disclosures and signs of mental health and wellbeing problems.

The Colleges will consider how best to provide pastoral and extra-curricular activities to students to support the rebuilding of friendships and social engagement, and address and equip students to respond to issues linked to Covid-19.

The Colleges will also provide more focused pastoral support where issues are identified with which individual pupils may need help, this may include drawing on external support where necessary and possible.

### Health Education

Students will receive additional guidance in cleanliness to minimise the chance of spread of Covid-19.

Students will be supported with approaches to improving their physical and mental wellbeing.

### Boarding staff training

This year training will be focused on the needs of students in relation to Covid-19 and on ensuring that Boarding Staff understand Covid-19 protocols which have meant changes to their usual practice.

### Activities for Boarders and Day students

The range of activities has been reduced as a result of Covid-19, but the Colleges aim to ensure that all students still participate in at least one activity per week.

A specific Risk Assessment relating to Covid-19 has been completed. Specific activities or day trips must have a Covid-19 risk assessment.

### Student Voice

Students will be given opportunities to make suggestions regarding improving Covid-19 protocols.

### Student Induction

This year the induction for students on campus has been modified to take account of Covid-19 protocols, but the process still includes all of the key elements required to ensure that students have a successful start at the Colleges. Students studying online will also be involved in the induction programme to ensure that they can become part of their College community.

## Recruitment, Selection and Employment

### Introduction

It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children. When recruiting new staff, CATS Colleges will continue to follow the relevant safer recruitment processes including, as appropriate, relevant sections in Part 3 of Keeping Children Safe in Education (2019) (KCSIE).

The Covid-19 addendum to the safeguarding policy outlines our safeguarding arrangements during Covid-19 related college closures.

### Changes to DBS ID checking guidelines

In response to Covid-19, the Disclosure and Barring Service (DBS) made temporary changes to its guidance on standard and enhanced DBS ID checking to minimise the need for face-to-face contact.

The change enables ID documents to be viewed over video link and scanned images to be used in advance of the DBS check being submitted. This change will only be implemented for urgent cases where it is not possible to follow the normal identity checking guidelines.

The applicant must present the original versions of these documents when they first attend their employment or volunteering role.

### Continuing staff and the three-month rule

There is no requirement to obtain a new DBS check for returning staff who have continued to be employed but have not been working in regulated activity during school closures. If for any reason the Colleges have concerns about an individual, an additional check will be requested.

Continuing staff who have been abroad whilst on furlough (and in continuous employment) will not be required to do an additional overseas check.

### Interviews

If appropriate interviews can be carried out remotely in line with the Recruitment, Selection and Employment policy. Wherever possible, and in accordance with government guidelines at the time, offers of appointment should not be made prior to meeting the chosen candidate face to face

## Risk Assessment

### Responsibilities for Covid-19 Risk Assessments

It is a legal requirement for the proprietor to check the Covid-19 Risk Assessment.

### Review of the Covid-19 Risk Assessment

A regular update to the Covid-19 Risk Assessment will be produced and circulated by the Principal, to include all members of the governing body. Changes will be highlighted and dated. Updated versions will be issued every time there is a necessity to update it or at least every 2 weeks.

### Distribution of the Covid-19 Risk Assessment

The Covid-19 Risk Assessment and any significant changes to it must be presented for discussion/input to college staff.

A summary of the Covid-19 Risk Assessment will be made available to students and parents via the college websites. Students and parents will be made aware of significant changes to the Risk Assessment.

## Student Behaviour

### Introduction

The Colleges recognise that Covid-19 places additional behavioural expectations on students. It is not the intention to punish students for transgressions due to occasionally, but genuinely, forgetting specific rules. In these instances, all staff should remind students of the rule(s) at the time.

Staff should be aware that challenging behaviour may be a sign that something more serious is going on and that behavioural issues such as angry outbursts and mood changes may require pastoral/safeguarding support.

## Expectations of students

Students must follow instructions from staff regarding how to keep themselves and others safe during Covid-19 pandemic. This includes, but is not limited to:

- Telling staff immediately if they are experiencing any Covid-19 symptoms
- Following social distancing expectations wherever possible inside classrooms
- Understanding that hugging/touching is not acceptable
- Washing and sanitising of hands is mandatory
- Following the one-way system is mandatory
- Recognising and keeping away from any restricted areas at restricted times
- Following the “catch it, bin it, kill it” routine
- Avoiding touching mouth, nose and eyes with hands
- Not sharing any equipment including pens, drinks etc.
- Respecting and adhering to amended routines.
- Following the 2m social distancing expectation in corridors and outside spaces
- Understanding that coughing or spitting at another student or staff member, even in jest is unacceptable and will be dealt with severely.

## Recognition and rewards

To help and encourage students to follow the above rules, we will:

- Have consistent routines and procedures which are communicated clearly
- Use the College’s usual reward systems
- Set a good example as members of staff in observing rules and showing care for others

## Consequences

Consequences will follow for students who repeatedly fail to follow rules, or fail to follow the spirit of the rules. It is important that they realise that their actions may put others at risk and cause upset.

The safety of our College communities is paramount. If a student behaves in a malicious or reckless manner which could put another person at risk then they will be treated as high level behavioural incidents and sanctioned accordingly. Examples might include:

- Spitting
- Deliberately coughing at a student or member of staff
- Behaviour or language that is intended to cause alarm or distress to students or staff about the current situation

## Behaviour in online lessons

Students found to be taking screenshots or recording online lessons will be placed on Stage 4 of the College’s disciplinary scale and may face suspension from lessons. A repeat offence will result in permanent exclusion from the College.

# Teaching and Learning

## Student behaviour in online lessons

Students will be given clear expectations of behaviour in online classes. Generally, the expectation is that students will behave as they would in face to face classes.

Students are prohibited from taking screenshots, recording lessons or engaging in private chats during online lessons. Students found to be taking screenshots or recording lessons in any way

should assume that they will face significant disciplinary consequences as detailed in the Student Behaviour Policy.

### Online lesson observations

Lesson observations will continue to occur on a regular basis for online lessons to ensure good practice is occurring, and to help academic staff develop their teaching. Where appropriate academic staff teaching online lessons will be encouraged to share best practice with their peers. The Colleges' Lesson Observation Procedures have been amended to include procedures for online observations.

## Visitors and Staff Guests

### Visitors and self-isolation

Visitors must be told they cannot visit the college if they have symptoms of Covid-19, however mild, OR they have received a positive Covid-19 test result or have been in contact with anyone who has these symptoms / positive test result in the last 14 days.

### Quarantine periods

No visitors will be allowed on site during any quarantine period.

### Student drop off at the start of term

At the start of term, parents, or other family members/friends can drop off the student but will be unable to enter any boarding house and they must follow college rules on arrival. This may include a queue system, one-way college access, completing a medical declaration form including travel history, health checks or other procedures put in place to safeguard the health and wellbeing of our students, staff and the wider college community.

Parents who are within their own quarantine period are not allowed on site and should remain in their accommodation as directed by the UK government.

Parents who wish to support their children during the quarantine period can do so if they all choose to remain off campus for 14 days.

### General Visitors, including parents

Visits can be by appointment only and must be arranged a minimum of 24 hours in advance. Visits should be suitably staggered where possible.

Where the visitor can be dealt with via a phone or conference call this method should be used if possible.

All visitors will be required to complete a medical declaration form, including travel history, submit for health checks and show evidence of engagement with any recommended contact tracing apps. Visitors will be additionally expected to follow any protective procedures in place within the college, for example one-way systems, masks and social distancing. Visitors who do not follow the required procedures will be asked to leave.

Along with all students and staff, any visitors to the college should wash their hands with soap and water/hand sanitiser before leaving home, once they arrive and on departure. Hand sanitiser will also be available on arrival and throughout the visit.

Visitors will be asked to refrain from touching door handles and any part of the college, where possible, in order to minimise the risk to the college community.

The college is currently operating a 'no handshake' policy.

## Tours and Interviews

Tours of the college will be made available online and interviews can be conducted remotely. Families wishing to visit in person must follow the general visitor guidelines and therefore any visit must be booked a minimum of 24 hours in advance. All other visitor procedures must be followed. Interviews will be conducted with social distancing measures in place.

## Contractors

Contractors will only be permitted on site for planned essential work at request of the Operations Manager.

Where possible essential works should be undertaken in the quieter hours.

Anyone visiting the college past reception must adhere to general visitor requirements.

## Visiting speakers

Unfortunately, we have decided that it is not possible to hold in-person presentations in the Autumn term. All academic and industry expert presentations must be done online.

## Staff Guest Policy

Staff are encouraged not to have visitors at this time. All standard visitor requirements apply to any staff guests.

Current government guidance must be followed at all times which means that it is not acceptable to socialise indoors in groups of more than two households, and that social distancing must be maintained.

The more people have interactions, the more chance the virus has to spread. Therefore the number of visitors should be limited where possible – especially over short periods of time. The risk of transmission is also higher indoors so extra care should be taken by staff and visitors during any indoor visit.

Where possible it is encouraged that social visits occur outdoors to avoid increased risk to the college community.