

Action Plan for re-opening Colleges

Please note: This is all subject to change depending on regular updates from government and SAGE

Administration Staff

We are planning that most administration staff who are managing to complete their roles from home will continue to do so with limited access to the sites where required. Any staff in administration offices coming onto site must be by prior arrangement with their line managers and adhere to social distancing requirements of their offices as determined by the H&S Manager.

Staff who are required to come into College to support the re-opening will be contacted directly by their line managers and discussions will take place regarding the hours they are required on site and the roles and the safety measures in place to protect them and students. Specific advice in relation to fire evacuation, infection control, first aid and changes to relevant policies e.g. behaviour management, safeguarding will be provided to staff on return.

PHASE 1

(From 15 June if it is safe for us to do so)

- Distance learning continues for all students
- **TARGETED PASTORAL SUPPORT**
Small numbers of students invited to work in college on a part time basis with an adjusted timetable. Study space, IT resources and supervision would be provided for students and Invitations would be directed to identified students. Proposed timings are mornings 9.30 – 12.30 (NCB to start at 8.30am). Some students may be required to attend every day others may attend on 2/3 days depending on need. The start time is fixed due to bus restrictions.
 - EHCP students
 - SEND students who are particularly struggling with distance learning
 - Students that are vulnerable or where there are more significant pastoral or safeguarding concerns
 - Students who have been identified as being disengaged from distance learning – maybe due to lack of access to IT or other resources.
- It may be necessary to ring-fence college transport provision for these students

PHASE 2

(From 22 June if it is safe for us to do so)

- Distance learning continues for all students
- **TARGETED PASTORAL SUPPORT – continues as in phase 1**
- **PRIORITY SUBJECT PROVISION**
For a small number of subjects where learning has been significantly disrupted as a result of students requiring access to IT, resources and college facilities, students studying those courses will be invited to attend college on a part time basis with an adjusted timetable. Those students will experience a blend of on-site learning and distance learning.

This is likely to include visual arts, and a small number of other subjects in each college. Students that are unable to attend will continue as at present, with full distance learning. Proposed timings are mornings 9.30 – 12.30 (NCB to start at 8.30am). HOS are best placed to determine the need of their students and the number of days students should attend. 1 or 2 days a week for identified courses.

Interactive content lessons should be recorded and where possible should be delivered in the afternoon.

PHASE 3

(From 29 June if it is safe for us to do so)

- Distance learning continues for all students
- **TARGETED PASTORAL SUPPORT – continues as in phase 1**
- **PRIORITY SUBJECT PROVISION – continues as in phase 2**
- **SUBJECT SUPPORT WORKSHOPS**

A larger number of subjects will offer opportunities for manageable numbers of targeted students to attend subject-specific workshop sessions. These will not replace distance learning for those that attend, but will provide additional learning opportunities to consolidate learning that has taken place throughout the lockdown period. Students will be invited on an 'at-risk' basis and are likely to include EHCP students, those with significant SEND needs, vulnerabilities, and those that are most significantly underachieving. It might be desirable to stagger the introduction of subject support workshops.

Based on SAGE modelling, the hierarchy of controls to help prevent the spread of COVID-19 are set out below and are embedded in our risk assessments and action planning.

- *Controlling the transmission of the disease:* minimising contact with students and adults who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend College.
- *Management and control through personal hygiene:* cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
- *Ensuring good respiratory hygiene:* promoting the 'catch it, bin it, kill it' approach
- *Enhanced cleaning regimes:* cleaning frequently touched surfaces often using standard products, such as detergents and bleach.
- *Minimising contact and mixing:* altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times).

See Key of staff and roles at end of document:

Area	Consideration	Specific Actions/Intended Outcomes	Who	When
Students and Parents	Identify likely numbers of students returning and agree required staffing resource and approach	<ul style="list-style-type: none"> • PTs contacting students by phone who fall into Phase 1 to identify likely numbers and bus requirements • Principals to contact HOS regarding phased 2 opening and to determine staff requirement/needs and likely numbers of students. • Subject staff/progress tutors to contact students likely to be invited to attend for stage 2. • Subject staff to contact students likely to be invited to attend stage 3 • Staffing plans to be compiled depending on student numbers at each stage, taking into account available staff and ensuring that distance learning continues and that staff workloads are not increased. • Amended timetables to be arranged 	All SPT/PTs/Study Support Staff Principals/Heads of School HOS HOS Principals and HR JV/Principals	By Friday 22 May By 8 June After 8 June After June 15 Ready for each phase Ready for Phase 2/3
	Plan content and timing of communications to students and parents (including discussing attendance expectations and other specific things that should be done to help prepare returning students, for example, arrangements for drop-off/collection).	<ul style="list-style-type: none"> • Letter out to students/parents regarding re-opening and guidance. • Individual letter for students invited back into college. • Post on website as above and via text message • Signage outside the college entrances asking people not to enter if they are showing symptoms of Coronavirus or have been in contact with anyone else that is. • Students who are classed as clinically extremely vulnerable due to pre-existing medical conditions will be advised to continue to shield. (Advise in Letter) • Any student displaying symptoms of Covid-19 should not attend (Advise in Letter) • Car parking for drop off/collection agreed at each site and marked for both students and parents. This message also to be included in letter out to parents regarding reopening and in training to be given to students on return. • Ensure students/parents are aware of transport arrangements and adjustments. College Bus information to be provided to students in Phase 1. • Video of each site and one-way system to be sent to all students for each phase of re-opening. • The Action Plan is to be sent out to all staff for consultation prior to any reopening. 	BF BCF GD AS BF BF AS NM/HJ GD JV	Mon 8 June 9 June Mon 8 June Completed by 8 June Mon 8 June Mon 8 June Completed by 8 June From 8 June From 8 June Wednesday 27 May

	<ul style="list-style-type: none"> Communicate the above to staff and provide some training so everyone clear. Training to be provided to all staff returning. Student advised not to share transport with other students and to wear clean clothes each day and clothes that can be easily washed. (To be included in letter) 	JB/HR BF	From 8 June Monday 8 June
Plan to resume taking attendance registers – what about staff?	<ul style="list-style-type: none"> During Phase 1 students will be expected to sign in (using own pens) at reception. PTs to follow up non-attendance. College expectations are that if a student is invited into college, the expectation is that they will attend. Students/parents who are not willing to attend will be reassured it is safe by the PTs contacting them. However if students refuse to attend no formal sanctions will be applied. During Phase 2 registers will be taken in the classrooms. PTs and Subject Staff would monitor in the normal way. During Phase 3 we would expect subject staff to keep records of students who have been invited to attend and those who have turned up. Subject staff would be expected to follow up absences. HR would monitor staff absence as normal. HR to provide further guidance. 	PTs Aps –Behaviour Leads PTs and Subject Staff Subject Staff HR	From 15 June From 15 June From 22 June From 29 June From 15 June
Agree what returning support is available for vulnerable and/or disadvantaged students and put in place provision for the return of students with special educational needs and disabilities (SEND) in conjunction with families and other agencies.	<ul style="list-style-type: none"> IT provision and study space will be made available on College sites for students to continue distance learning provided by subjects. Tailored support depending on which students are returning to be confirmed Support with organising time/work and motivation Specific support depending on the need of the individual students. Liaison continues with all SEND, LAC, Safeguarding, mental health students and families as it has been throughout lockdown. 	JV/Principals)))SO’N and study support teams	From 15 June From 15 June
Agree what safeguarding provision is needed in college to support returning students (e.g. where new issues have arisen, or existing ones escalated) and consider any necessary changes and referrals as more students return to college, including those with problems accessing online offers. Check for revised protocols and update safeguarding policy if necessary.	<ul style="list-style-type: none"> Where possible a member of the Safeguarding team will be present within college every day Referrals will continue as normal through Cedar Safeguarding Assistant (NCP) will continue to work from home and liaise where necessary with external agencies PT and safeguarding teams able to offer emotional wellbeing and support. We will continue to provide counselling on site and distance counselling where appropriate. Registers will be taken each day and absent students will contacted ASAP and information recorded on Cedar/NOK informed)))))))JH/safeguarding Teams)))	From 15 June

	<p>disruption. Also, consider your arrangements for those year groups still out of college and eligible for benefits related free school meals.</p>	<ul style="list-style-type: none"> • Students in college will be told there are no catering facilities. The majority of students will be in College for a maximum of 3 hours at any time so can bring own drinks. To be included in Letter home to parents/students. • We are not allowing students to bring food onto site. • Water from the water fountains will be available and we will ensure cleaning materials are provided for shared use. • Those students on FSM are continuing to be paid monthly by BACS. 	<p>BF</p> <p>JB</p> <p>JB</p> <p>JV</p>	<p>Monday 8 June</p> <p>From 15 June</p> <p>From 15 June</p> <p>Monthly</p>
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Staff (teaching and non-teaching) – what about casuals/contractors/visitors etc.	Decide content and timing of staff communication(s) including if bringing staff in in advance of students returning is necessary.	<ul style="list-style-type: none"> • Staff survey to all staff prior to reopening with replies by 22 May 2020. HR to collate responses • Action plan and information regarding re-opening sent to all staff for consultation. Replies by June 3rd. • Action plan revised in line with staff comments and sent to Board of Directors– comments to be returned by 8 June 2020 • Information/guidance on returning to work sent out to all staff prior to returning following comments on action plan etc. and once approval from BOD/ obtained. • Plans to be shared with the local Advisory Group for each College • CEO updates to highlight this information weekly. • Training for staff returning to work to take place before reopening – new procedures for arriving, fire evacuation etc. • Most administration staff and teaching staff to continue to work from home. Those staff required to return will be contacted individually by team leaders to discuss hours of work etc. – HR to be kept informed weekly of any changes. 	LW Covid-19 Team JV/RF Covid-19 Team JT RF JB/HR/JV HR	20 May 27 May 4 June 8 June 8 June Weekly 8/9 June From 1 June and weekly

		<ul style="list-style-type: none"> • Deep clean of each site undertaken by cleaning staff prior to re-opening. H&S Manager to provide additional training for cleaning staff and additional PPE if required. • Ongoing regular cleaning to take place each day with additional cleaners on site during the day. • Information provided to all staff so they are aware of the symptoms of Coronavirus and remind them to use our absence reporting procedures (remind staff of sick pay etc.), in case someone shows symptoms. • Additional training and risk assessment for first Aid staff in case students or staff feel ill whilst on sites. • Deal promptly and appropriately with any concerns raised by staff. Remind staff of channels of communication through CEO updates and Emails and Principals weekly briefings. • Process for new staff DBS checks. • Staff instructed not to car share. • Staff advised to wear clothing that can be easily washed. Not business suits. 	<p>Cleaner Leads/JB</p> <p>Cleaner Leads</p> <p>HR</p> <p>JB</p> <p>HR</p> <p>HR</p> <p>HR</p> <p>HR</p> <p>HR</p> <p>HR</p>	<p>From 27 May Onwards</p> <p>From 10 June Onwards</p> <p>Ongoing from 8 June</p> <p>8 June</p> <p>Ongoing</p> <p>8 June</p> <p>8 June</p> <p>8 June</p>
	<p>Consider options if necessary staffing levels can't be maintained (including college leaders and key staff like designated safeguarding leads and first aid providers).</p>	<ul style="list-style-type: none"> • 'Survey' staff to check on staff wellbeing working from home and to gauge staffing levels on return. Also to establish who is considered 'extremely vulnerable' and 'vulnerable', who may need a further conversation with HR. • Rotas to be developed for each site of staff who will be attending each week. • Managing TOIL and annual leave. Regular reminders in briefings. • Managing sickness and other absence. Regular reminders in briefings. 	<p>HR</p> <p>HR and Principals</p> <p>HR</p> <p>HR</p>	<p>20 May</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
	<p>Identify staff who can't return to college at this point (for example, those who are extremely clinically vulnerable or those who are clinically vulnerable or living with someone who is extremely clinically vulnerable and stringent social distancing cannot be adhered to on site) and how they can work from home (for example, supporting remote education).</p>	<ul style="list-style-type: none"> • HR and Principals to monitor staff who present issues regarding returning to work to assess if they can continue to work from home or a staggered return to work is required. • The majority of staff will continue to work from home and we will assess if specific equipment is needed to continue working from home following staff survey • We will consider how to continue to support and accommodate those who are vulnerable with underlying health concerns, who are pregnant or over 70 following staff survey • Staff who are classed as clinically extremely vulnerable due to pre-existing medical conditions will be advised to continue to shield. 	<p>HR and Principals</p> <p>HR/JP/RF</p> <p>HR/RF/Principals</p> <p>HR/RF/Principals</p>	<p>Ongoing</p> <p>From 3 June</p> <p>From 3 June</p> <p>From 3 June</p>

	<ul style="list-style-type: none"> We will consider how to accommodate employees with childcare responsibilities or other barriers preventing them returning to work following staff survey. 	HR/RF/Principals	From 3 June
Agree any flexible working arrangements needed to support any changes to your usual patterns (for example, staggered start/end times).	<ul style="list-style-type: none"> We will follow our usual flexible working policy in all cases, possibly other than short-term working from home for now. Any contractual changes will need to be in writing. HR to keep a spreadsheet of all adjustments and which staff are in College each week. 	HR/RF HR	From 3 June Ongoing
Agree staff workload expectations (including for leaders).	<ul style="list-style-type: none"> For the majority of teaching staff they will continue distance learning. We will be mindful of staff workloads in phase 2 and 3 if teaching staff are required to attend Colleges. For administration and other support staff we will ensure staff have manageable workloads through liaison with team leaders. Most meetings to continue on line using Teams. No on site meetings to have more than 6 people. 	Senior Leaders HR/RF/JV RF/JV/Principals	From 3 June From 3 June Ongoing
Decide what staff training (either delivered remotely or in college) is needed to implement any changes the Trust plans to make (for example, risk management, curriculum, behaviour, safeguarding).	<ul style="list-style-type: none"> We will delay staff accessing physical external CPD for now to reduce workloads and accessibility issues. HR to communicate through briefings. Where possible we will limit staff working across sites except for essentials e.g. IT or Site issues. Staff training if using PPE e.g. First Aiders/Study Support Social distancing measures/training will be undertaken online before returning to College Consider CPD week in September and what training could be done before the summer break to support further timetable adjustments if necessary in September. Pulse survey carried out and action plan to be put in place based on survey results. 	HR Senior Leaders JB LW/JB LW/RF LW	From 3 June From 3 June Before 15 June Before 15 June June/July By 15 June
Put in place measures to check on staff wellbeing (including for leaders).	<ul style="list-style-type: none"> HR setting up a Wellbeing Hub of information/videos etc. on Moodle. Training/briefing for line managers of managing wellbeing/what help is available etc. Line Managers to continue to have regular checks on staff. HR to include reminder in briefing. 	HR HR HR/Line Managers	From 1 June 8 June Ongoing

		<ul style="list-style-type: none"> Staff and students can wear masks or face coverings whilst at College if they wish but these are not being provided except for identified staff who need this for their roles. 		
	Decide what an enhanced cleaning schedule looks like and how it will be implemented (for example, how often, when/if an additional clean is necessary) and how you will ensure sufficiency of supplies.	<ul style="list-style-type: none"> Additional cleaning and other supplies have been ordered in advance. Soap, hand sanitizer and tissues will be available for staff and students throughout the Colleges. Guidance provided to cleaners on what, how and when should be cleaned. Hand sanitizer stations will be situated at the entrances to each building and on each floor being used. We have arranged additional cleaning during the day of frequently touched surfaces using standard products, such as detergents and bleach. JV has contacted cleaning contractors regarding return to work at Bradford How PPE to be disposed of contained within guidance to First Aid/Study Support Staff. 	JB/AS AS/Site Teams JB/Cleaning Leads AS JB JV JB	21 May From 8 June 27 May By 15 June 8 June Completed By 8 June
	Decide the approach to enhance hygiene (for example, toilet use, hand washing) and decide on policy related to usually shared items (for example, photocopiers, books, practical equipment). These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:	<ul style="list-style-type: none"> We will minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend colleges. Information/guidance sent to students/parents stresses this. Guidance to go out reiterates that staff and students should clean their hands more often than usual. We will ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach – reiterated in guidance We have minimised contact and mixing by altering, as much as possible, the environment (classroom layout) and staggered break times.))))))RF/Principals) JB/Cleaning leads JV/AS/JB/Principals	8 June 8 June From 10 June
	Plan the college level response should someone fall ill on site (in line with relevant government guidance). Staff or students.	<ul style="list-style-type: none"> We will encourage any student or staff member displaying symptoms of COVID-19 to get tested. Employees can book test via the digital portal. NCLT also to register for employers to book tests through the online digital portal. 	HR HR HR	From 8 June
	Make arrangements for the very small number of cases where personal protective equipment (PPE) supplies will be needed: if staff provide intimate care for any student and for cases where a student becomes unwell with symptoms of coronavirus and	<ul style="list-style-type: none"> We have a procedure in place should a student or member of staff display symptoms/fall ill whilst at college. We have ordered supplies of PPE sufficient for Study Support and First Aid staff offering personal care – in line with guidelines. Training where required.))) JB))	From 8 June

	needs direct personal care until they can return home.			
Student Wellbeing	Plan likely mental health, pastoral or wider wellbeing support for students returning to college (for example, bereavement support) and discussed other services available – support around anxiety, mental health, behaviour, social care, or changes to mobility), and consider how these might apply to students who were not previously affected.	<ul style="list-style-type: none"> All students have access to Moodle which is an online resource. The Trust's Safeguarding Wellbeing and Support page covers a wide variety of topics which includes support around mental health, bereavement, coping with loss, anxiety to name but a few. Each week students have been emailed resources and this has included PowerPoints on how to cope in such an uncertain time, how to manage their time effectively, guidance on local service and information around kindness which is the theme of this year's mental health week Our Counselling staff have put together short videos around anxiety to help students understand and cope with this better should they be experiencing symptoms An action plan was put in place at each college at the onset of lockdown which identified students at each college at risk from a safeguarding or mental health nature. The level of contact required each week during lockdown was agreed and actioned by APs. The APs have met weekly throughout lockdown to review and discuss all of the at risk students. Where we have been made aware that students are struggling, support has been put in place and these students have been contacted as a minimum once a week to check in and offered emotional wellbeing support. Counselling services have remained open, students are still able to self-refer and flexibility is given in terms of weekly or fortnightly appointments. Support for all students has been given but then where needed bespoke support for those who are identified as struggling has been put in place. This has been led by a number of staff including Progress Tutors, Senior Progress Tutors, Study Support, SENDCo's and Counselling staff. 	<p>Safeguarding teams</p> <p>Safeguarding teams</p> <p>Counselling staff</p> <p>Counselling staff</p> <p>APs/VP Safeguarding</p> <p>Safeguarding teams</p> <p>Counselling staff As indicated</p>	<p>Ongoing support</p> <p>Ongoing support</p> <p>Ongoing support</p> <p>Ongoing support</p> <p>Ongoing support</p> <p>Ongoing support</p> <p>Ongoing Support</p>
Learning	Agree what learning is appropriate (including the relationship between face-to-face and remote education), for example, identify curriculum priorities, agree revised expectations and required adjustments in practical lessons, and any approaches to 'catch up' support.	<ul style="list-style-type: none"> Phase 1 focusses on those Year 12 students who are experiencing difficulties with distance learning/have EHCP plans, are identified as being vulnerable or are disengaged. These are our initial priority to provide them with a safe place to work with access to computers and study support and progress tutors. For all students distance learning by teachers continues The success of this stage will be monitored following feedback from staff and students and evaluated before moving to Phase 2 similarly for Phase 3. Phase 2 focusses on those Year 12 students who are having difficulties with learning due to not having access to suitable equipment e.g. A Level visual arts subjects. They will be invited into college for 1 x 3 hour workshop session with teacher support. For all students distance learning continues 	<p>Covid-19 team</p> <p>Covid-19 Team</p> <p>Covid-19 Team</p>	<p>From 15 June</p> <p>From 22 June</p> <p>Earliest 22 June</p>

	<ul style="list-style-type: none"> Phase 3 focusses on those year 12 students in other subjects who are experiencing difficulties who will be invited in for a workshop session with subject teachers. This will enable them to catch up where they may be falling behind. Distance learning for all students continues. 	Covid-19 team	Earliest 29 June
Identify what provision can be reasonably provided for in line with education, health and care (EHC) plans.	<ul style="list-style-type: none"> Study support will revise any EHC plans for students. Distance learning will still be provided for all students. 	Study Support	By 15 June
How will gaps in learning be addressed. Consider focusing on students who may have limited or no access to IT, those who were finding learning difficult beforehand.	<ul style="list-style-type: none"> Our phased approach focusses on the students who have limited access to IT and who are identified as being disengaged or struggling with distance learning. Phase 2 support those students who require specialist equipment etc. See Education section for further detail. 	Principals	Phased approach
Managing the College Life Cycle: consider how you will deliver the Colleges, regular calendar of activities and work plan for the summer term, e.g. staff recruitment, timetabling, planning next academic year.	<ul style="list-style-type: none"> Staff recruitment has continued successfully during lockdown. Most vacancies are now filled via the use of Microsoft Teams. Timetabling is ongoing in each College and will be completed in early June. Student recruitment has continued via telephone interviews. Plans are continuing for next academic year via Microsoft Teams. 	HR and Principals JV/Timetabling Leads Various RF, JV, Principals	Ongoing By early June Ongoing Ongoing
Agree ongoing learning offer for students who cannot attend	<ul style="list-style-type: none"> Distance learning continues for all students until the end of term. This has proven to be very successful with the majority of students engaging and making progress. 	All teaching staff	Ongoing

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Curriculum and timetabling</p>	<p>Agree the curriculum plan for students returning to college and those continuing to learn at home</p> <p>DfE has also published case studies using various methods to adapt the curriculum for remote education to best meet the needs of students and adapt teaching practice for remote education and keep students engaged</p> <p>Ensure that there is a staffing plan and timetable for each college, including any special arrangements e.g. staggered starting and ending times of the college day, drop off and collection and/or break and lunch arrangements.</p>	<ul style="list-style-type: none"> • Each College in consultation with key staff/HOS and taking into account potential student numbers has devised a curriculum plan for each phase. • In all Colleges distance learning will continue for the majority of students as this is working well. • Once student numbers are known staffing plans will be developed to ensure we have sufficient staff available. Timetabling blocks/subjects for phases 2 and Phase 3 are under discussion and will be confirmed as each stage is reviewed and assessed. 	<p>Principals</p> <p>Principals</p> <p>Principals/HR</p>	<p>8 June</p> <p>On-going</p> <p>By 15 June</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Policies and procedures</p>	<p>Health and safety - Child protection and safeguarding – check that you have COVID-19 addendum to your child protection policy (general guidance here, guidance for children’s social care services here, safeguarding and remote education here) - Attendance (guidance on attendance during COVID-19 here) - Behaviour - Exclusions - Pastoral/Welfare</p> <p>Consider whether enhanced safeguarding and welfare provision needs to be put in place – plan for the potential increase in disclosures and welfare needs including mental health</p> <p>Amend procedures for fire drills</p> <p>Assess whether any other trust and/or college-based policies and procedures need to be reviewed and amended</p> <p>Consider whether any delegations in your scheme of delegation need to be amended for a specified period or ongoing</p>	<ul style="list-style-type: none"> • Individual risk assessments are being prepared to each College and for each phases. • Policies are being reviewed and updated where appropriate –see earlier sections. • See safeguarding section earlier • Fire evacuation procedures are being redesigned for each phase of re-opening • We are happy that our scheme of delegation is fit for purpose during the lockdown phase and on re-opening does not need amending. • BOD to be kept fully informed through action plan and other documentation and CEO updates • Disaster recovery plans have already been updated since Coronavirus. • HR to review their policies. • First Aid Policy to be revised. 	<p>JB</p> <p>Covid-19 Group</p> <p>JB</p> <p>RF</p> <p>RF/JV</p> <p>JB</p> <p>HR</p> <p>JB</p>	<p>27 May onwards</p> <p>15 June</p> <p>8 June</p> <p>21 May</p> <p>Ongoing</p> <p>20 May</p> <p>By 10 June</p>

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Supply chains and contracts</p>	<p>Reactivate and amend catering and/or cleaning contracts, including bringing staff out of furlough where necessary</p> <p>Reactivate supply chains</p> <p>Agree free school meals provision and work with your catering supplier to determine how and when food will be arranged and served (DfE guidance on FSM here)</p> <p>Check suppliers know and understand appropriate social distancing and hygiene arrangements</p> <p>Agree approach to any scheduled or ongoing building works in relation to safety</p>	<ul style="list-style-type: none"> Regular contact has been maintained with all key suppliers. Contracts have been renegotiated with Bus providers, catering suppliers, cleaning contracts etc. We are continuing to pay students their bursary and free college monies monthly direct to their bank accounts. We are in regular contact with our cleaning contractors and have reviewed hygiene arrangements See earlier section on visitors. 	<p>JV</p> <p>JV</p> <p>JV</p>	<p>On going</p> <p>On going</p> <p>On going</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Communications</p>	<p>Plan and agree communications to staff, including but not limited to: - Arrangements for keeping staff and students safe - Staff deployment and attendance expectations - Curriculum and timetabling - Workload and wellbeing – Training</p> <p>Agree systems in place for regular briefings for all staff (those returning to college and those continuing to work from home)</p> <p>Plan and agree communications to parents/carers, including but not limited to: - Keeping your child safe - Attendance expectations - Uniform expectations - The curriculum - Transport/dropping off and picking up - Parents visiting only when strictly necessary, by appointment</p> <p>Agree the frequency of communications with parents or delegate to college-level</p>	<ul style="list-style-type: none"> Regular communications have continued throughout the lockdown and college closures period. Letters and text messages have been sent to students and parents on a regular basis The website is regularly updated. Staff continue to attend on-line briefings and weekly newsletters are sent out in each college. HOS briefings once a week. Line management meetings continue on-line The CEO sends regular updates to all Trust staff, Board of Directors and Advisors. HR in regular contact with identified staff Progress tutors and Study support and teaching staff in regular contact with students and in particular vulnerable students Staff survey sent out to all staff Action plan and risk assessments shared to all staff/BOD/LBG CEO/JV in contact with DfE/RSC Academies contact Principals to maintain regular liaison with local authorities 	<p>RF and Principals</p> <p>Principals</p> <p>GD Principals</p> <p>RF HR Principals</p> <p>HR JV JV</p> <p>Subject Teachers RF/JV</p> <p>VM/BCF/SN</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing Weekly</p> <p>Weekly Ongoing Ongoing</p> <p>27 May 4 June By 22 May</p> <p>By 22 June</p> <p>22 May</p>

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Financial impacts</p>	<p>Ensure additional cost pressures due to COVID-19 have been identified and an end-of-year forecast which factors them in has been produced for the board</p> <p>Assess whether colleges in the Trust are eligible for financial support (DFE has published guidance on the financial support colleges and trusts will receive to reimburse them for exceptional costs incurred during COVID-19. These relate to increased premises-related costs; support for free school meals for eligible children who are not attending college and where those costs are not covered by the FSM national voucher scheme and additional cleaning costs</p> <p>Review policy and procedures related to fraud (see Fraud Control in Emergency Management: COVID-19 UK government guide)</p>	<ul style="list-style-type: none"> • We are continuing to monitor the budgets and will make adjustments in management accounts. • We continue to keep updated on financial support and eligibility for additional costs. • We have robust procedures to ensure we are not subject to fraud these continue to be updated and applied in the current situation. 	<p>JV</p> <p>JV</p> <p>JV</p>	<p>May and June Accounts</p> <p>Ongoing</p> <p>Ongoing</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Regulatory environment</p>	<p>Consider the implications of Eileen Milner’s letter to Accounting Officers which advises on the requirements for financial returns, and the AFH requirements, during the COVID-19 crisis</p> <p>Agree a plan for internal scrutiny – ESFA has confirmed that it is at boards’ discretion whether remote checks are feasible and helpful in managing risk during COVID-19</p> <p>Agree the arrangements for external audit and associated returns - ESFA has confirmed that the current timetable should remain</p> <p>Keep under review the statutory timescales for returns that have been paused or deferred - ESFA published guidance on reducing burdens which includes a full list of returns that have been cancelled, paused or deferred</p>	<ul style="list-style-type: none"> • Letter received and advice noted. BFRO deferred. • Audit Committee will decide if further internal scrutiny is needed. • We will continue to monitor ESFA advice on returns and timescales. 	<p>JV</p> <p>Audit Committee</p> <p>JV</p>	<p>20 May</p> <p>29 June</p> <p>Ongoing</p>

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Accountability environment</p>	<p>Scrutinise the executive’s arrangements for teacher assessments and the submission of grades for public examinations (FAQs on the decision around public examinations here. Ofqual has also published information about how GCSEs, AS and A levels will be awarded this summer, an update on summer 2020 GCSEs, AS and A level grades for students in year 10 and below and for private candidates and guidance for teachers, students, parents and carers</p> <p>Review the arrangements for college and trust accountability and the performance management policy in the light of DfE guidance on how college and trust external accountability will be handled this year. (Colleges and trusts will not be held to account based on exams and assessment data from summer 2020 and data will not be used by others, such as Ofsted and local authorities, to hold colleges and trusts to account)</p>	<ul style="list-style-type: none"> Meeting of teachers of each subject to review the key evidence and indicators that would be used to determine the rankings and CAG for Teachers provide initial CAGs and rankings for their students to be then collated by HOS HOS coordinates a standardisation meeting with all teachers for a subject to agree the grades and rankings for the course as a whole Comparison of value added for proposed grades with historical value added Initially proposed data reviewed in detail by senior leadership team and guidance provided about changes required, taking into consideration: <ul style="list-style-type: none"> Comparison of average GCSE point score for cohort compared with historical cohorts Comparison of grade distribution proposed with historical distributions Further adjustments made and a further review by senior leadership team Further adjustments made again, and a further review by senior leadership team Quality Assurance meeting with 3 Principals and CEO to review finally proposed data, and to discuss any areas of concern Final adjustments made at the direction of Principals and CEO Presentation of summary data and course data to college advisory groups for agreement Submission to boards APR and performance Management reviewed at TET and communicated to all staff. 	<p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>) Principals and RF</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>HR</p>	<p>Ongoing with grades submitted between 1-12 June</p> <p>After 3 June</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Compliance</p>	<p>Air exchanges, Health checks, Infected persons. Have we made contact with our insurance company?</p>	<ul style="list-style-type: none"> Air conditioning and filtration checks are being carried out at each College Warm air circulation disabled Chlorination checks organised at each College JV has contacted insurers to inform them of return to College and to assess any potential liability that could arise from a claim from a student or member of staff contacting Covid-19 following their return to College. Infection procedures updated and disseminated to all relevant staff. 	<p>AS</p> <p>AS</p> <p>JV</p> <p>JB</p>	<p>By 1 June</p> <p>By 1 June</p> <p>22 May</p> <p>By 15 June</p>

Staff and roles

AP/VPs Behaviour	Jo Holden, Jaz Qadri, Helen Jackson	
AS	Alan Semley	Site Manager
BF	Brendon Fletcher	Principal NCD
COVID-19 team	Richard Fletcher, Jo Vickers, Lauren Walker, Brendon Fletcher, Stuart Nash, Vicky Marks, Jamie Baker, Jo Holden, Alan Semley, Helen Jackson, Neil Mumby, Sarah O'Neill, Jaz Qadri.	
GD	Gaz Dodson	Marketing Manager
HJ	Helen Jackson	Vice Principal NCD and Trust Curriculum and Quality
JB	Jamie Baker	Trust Health and Safety Manager
JH	Jo Holden	AP Pontefract and Trust Safeguarding
JT	Jennie Thorpe	PA to CEO/Clerk to BOD
JV	Jo Vickers	COO
LW	Lauren Walker	HR Director
NM	Neil Mumby	Vice Principal NCP (Transport)
RF	Richard Fletcher	CEO
Senior Leaders	CEO, COO, SLT teams at each College, HR Director	
SN	Stuart Nash	Principal NCB
SO'N	Sarah O'Neill	Trust SENDCo
VM	Vicky Marks	Principal NCP