

**Lockdown Continuity Plan**

**City College Limited**

69 Steward Street

Birmingham

B18 7AF

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| --- | --- | --- | --- |
| Title | Lockdown continuity plan | Department | Operations |
| Location | Sharepoint | Author | TA |
| Approved by SLT | Yes | Date 2/10/2020 | 15/5/2020 |
| Last Review | January 2021 | Next Review | January 2022 |
| Version | Author | Issue date | Summery |
| V.1 | TA | May 2020 | First draft |
| V.2 | PWA | October | Revised for LC |
| V.3 | PWA | January 2021 | Revised for national lockdown |

**Key Person(s)**

**Managing Director**

**Director of Operations**

**Higher Education Manager**

**Chief of Staff**

**Overview and Context**

City College strives to deliver the highest standard of teaching learning and assessment to each of its students and aims to uphold the integrity of all programmes delivered. The College recognises the importance of continuity in learning and the risks posed to continuity through a national or regional Covid-19 lockdown. To manage these associated risks, the College took the decision to organise delivery of all programmes through a blended learning platform for the academic year 20/21. Planned student engagement is outlined below in table 1.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Programme Title | Live Online | Online Tutorial | Online Independent Study | Additional Work Experience hours |
| HNC Business | 66% | 10% | 24% | 0 |
| HND Business | 66% | 10% | 24% | 0 |
| HNC HCPE | 66% | 10% | 24% | 225 |
| HND HCPE | 66% | 10% | 24% | 225 |

All programmes were marketed as blended learning. Students ability to participate Live Online and engage with Independent Study was assessed during application and interview. All induction activities took place Live Online and access support is available through the College Student Support workers.

Live Online activities are all delivered through MS Teams. Each student is equipped with an MS 365 account with links, How To Videos and Student Support, guiding them how to manage the account and access the College services. Attendance Live Online during timetables sessions is compulsory and only a ‘Present’ or ‘Off-site’ mark is considered as a positive attendance.

Live Online involves a variety of activity, aimed at engaging City College students. Lectures do take place; however, City College recognises that long periods of interaction are detrimental to learning. Live Online therefore includes group activities, questioning, quizzes, collaborative group work and student presentations

Student MS 365 activity is integrated within the College Virtual Learning Environment (VLE), ‘Canvas’, which houses all Independent Study materials. Students can also access their Leicester College Moodle and Library services through Canvas.

Both formative and summative assessment activities are managed through Canvas from where students can access feedback and submit assessments through the Turn It In app.

Summative assessments are written to support a breadth of different assessment methods for each task that could include written work, verbally recorded work, professional discussions, presentations and witness testimony.

Students participating in research activity will either complete their research through online platforms and media or conduct research within the safety of existing ‘bubbles’

Given the occupational requirements of the Healthcare Practice for England courses, City College have further adjusted formal assessments to support students in achieving their full qualification and precluded any requirement for College staff to complete eyewitness observations. Work experience hours are mandatory for students and recorded in the students Personal Learning Assessment and Development (PLAD) workbook

**Prevention Roles and Responsibilities**

City College will endeavour to continue to maintain a presence on campus for as long as is reasonably practical and whilst government guidelines allow. Services offered face to face are additional tutorials and student access to the study centre. All other activity takes place ‘Live Online’.

City College provides information across its social media platforms and student newsletters to inform students and staff of College status and associated regulations and Personal Protective Equipment requirements. Students and staff are only able to enter the Campus if they have booked an appointment and completed the [College Health Questionnaire](https://teams.microsoft.com/_#/school/tab::da204282-97bb-4aee-a34f-c546db64ddea/General?threadId=19:61dc78954f544059b4374efa5662b7c2@thread.tacv2&ctx=channel).

Whilst the College remains open, academic Teams will be split into two groups. It is the responsibility of the Higher Education Manager to manage these teams and for their scheduling to attend and maintain a presence in the College if appropriate.

Admin, Marketing, Admissions and Facilities will also be split into two groups, and it is the responsibility of the Operation Director to manage the teams and their scheduling to maintain a presence in the College.

Teams should not be in the College at the same time, and physical interactions with student groups should be limited to their specific team.

In the event that there is a case, the College will follow the protocol for anyone who has been in close contact, as defined:

* direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin)
* proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
* travelling in a small vehicle, like a car, with an infected person

Bubble members who have been in close contact will have to provide tracing information and details of those they have been in close contact with, and all parties will have to isolate for 14 days. They will be able to return to the College if they do not exhibit any symptoms in this time.

The second team or bubble can continue working from the College at their allotted times if sanitization and cleaning has occurred as per the guidelines.

It will be the responsibility of team leaders and quality manager to inform teams of procedure and information around isolating and return to work.

**In the Event of a National or Regional Lockdown**

Should guidance change and a further national or regional lockdown result in the short-term closure of the City College campus, all activity will continue with the exception of opportunities for face to face tutorials and access to the study centre. All staff will work from home and all students will receive updates via MS Teams, the Canvas announcement system and Whats App messenger.

Health Care Practice for England students in the first year of their programme will be expected to have satisfactorily completed at least 70% of the total work placement hours to progress to their Higher National Diploma (HND). Students given this consideration will be expected to attain the deficit in the minimum 70% work placement hours whilst completing their HND, in addition to the mandatory work placement hours expected in the HND. Placement hours are monitored monthly, any students falling behind will receive support through their Programme Lead and Student Support worker.

Student Support workers will continue to support all students with their study skills and provide pastoral care. Additional consideration will be given to the Health Care Practice for England students who may be placed at higher risks of exposure to Covid-19. Student Support workers will signpost students toward external support agencies as appropriate.

**Related Policies**

This plan needs to be read in conjunction with other policies including:

* Safeguarding Policy
* Prevent Strategy
* Attendance and Engagement Policy
* Student Disciplinary Policy
* Student Protection Plan
* Health and Safety Policy
* Equality and Diversity Policy
* Fitness to Practice Policy
* Fitness to Study Policy