

# Contingency planning and information for staff and students regarding COVID (Coronavirus)

To be applied during periods of significant disruption due to local, national, or global events such as the COVID-19 pandemic.

## Standard COVID Procedures

### 1. Online Learning

Seven Springs Education's online classes significantly reduce the risk of transmission between students and teachers, who will not be meeting face-to-face.

### 2. Working with Schools

In the event of a nationwide pandemic and potential school closures, Seven Springs Education's work with schools may be disrupted by:

- The illness and absence of Seven Springs Education staff (including tutors)
- The illness and absence of our students
- The illness and absence of key school contacts
- The reduced capacity of schools to provide space and members of staff to monitor in-school online tuition
- The potential for increased safeguarding concerns that arise from isolation, quarantine, lockdowns

Seven Springs Education will follow the procedures below in the event of a pandemic and potential school closures in our work with schools:

- Cease all in-person meetings with school staff and transition communications online.
- Reconfirm our safeguarding procedures with schools and assure that they are still able to provide the necessary space, equipment, and supervision for online learning to go ahead.
- Support the transition of online learning from in school to at home, including working with schools to make parents aware of the necessary technical and safeguarding requirements.
- Follow all COVID-related guidelines implemented by the school.

Tutors are asked to read the following guidance:

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

Procedures if online teaching in schools is not possible

**1. Provision for online learning for all pupils**

If online teaching in schools is not possible, any relevant Seven Springs Education classes will be moved to being online from home. Access to online learning will remain the same for all pupils, accessible through our Online Teaching Platform(s) using their unique logins and passwords.

Guidance on how to access and use the Online Teaching Platform(s) and materials will be sent to schools for distribution to students and parents/carers.

As some students may not have access to a printer if they are not in school, all Seven Springs Education materials will be available in readable digital formats.

Action Plan

<b>Event</b>	<b>What Needs to be Done?</b>	<b>By Whom?</b>
Notification of no in school online teaching	All tutors informed via email that online teaching will be moved from in school to at home for the determined period of time	Seven Springs Education Admin
	Seven Springs Education will ask the school to inform all students and parents/carers that classes will be held online at home (except in cases where the school deem it necessary to keep the sessions in school e.g. due to safeguarding concerns at home, or lack of access to technology).	School
	Guidance on how to access and use the online learning platform and materials will be sent to schools for distribution to students and parents/carers.	Seven Springs Education Admin
	Follow processes normally used for online teaching. Adapt any materials if necessary following these suggestions and other tools from internal training:  <a href="https://www.cambridgeinternational.org/support-and-training-for-schools/teaching-and-learning-during-covid-19/guidance-and-support-during-covid/guides/">https://www.cambridgeinternational.org/support-and-training-for-schools/teaching-and-learning-during-covid-19/guidance-and-support-during-covid/guides/</a>	Tutors

	Digitalise any physical materials needed for online teaching.	Admin and/or IT Department
--	---	----------------------------