



# Ochil Tower School

## Camphill Community

### Recovery and Renewal Plan Summary Update Jan 2021



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## 1. Summary Update

I would like to take this opportunity to again express my respect, appreciation and admiration for all colleagues and co-workers in Ochil Tower for their continued commitment and dedication to providing the safest and best quality education and care to the children and young people over the past ten months. The perseverance of all to find the best approach and way of working to support the young people has been remarkable and I am indebted to all for the continued ability to do this with courtesy and, when possible, humour.

I would like also to thank the Senior Leadership Team (SLT) for pursuing the prioritisation of colleagues in Ochil Tower to receive the Covid 19 vaccination with such vigour. Their efforts have now paid off and vaccinations have commenced. Hopefully this will enable us to move forward again in coming months.

Following the First Minister's announcement of the second lock down in January, the SLT quickly moved to review all the previously developed policies, procedures and protocols and to update these where required. An individual risk assessment has been undertaken for each child and young person in consultation with families and local authorities. These have sought to assess, on a case by case basis, the risks and benefits to the young person around returning to the services in January or in supporting their learning from home. We seek to follow relevant Scottish Government and Care Inspectorate guidance and advice, placing appropriate measures in place while continuing to provide our young people with the best quality care, support and learning possible.

We continue to reflect and take stock of our approaches and services, developing creative and innovative approaches to address the challenges we have been presented with. Our recovery and renewal plan links directly to the Scottish Government's previous requirements and will be adjusted again in light of a future route map. The tables below remain based on the previously envisaged four recovery phases (please refer to the full OTS Recovery and Renewal plan August 2020). It is important to note that our steps continue to be subject to change in accordance with continuing Scottish Government, Care Inspectorate and Education Scotland advice.

We will continue to keep families, local authorities and other stakeholders up to date as we respond to each new Government directive. We will maintain relevant contact both around the individual child and young person's circumstances and on an organisational level.

In spite of the circumstances, our young people continue to make positive gains. Colleagues and co-workers work hard to maintain daily routines and continue to provide high quality services. The Board of Trustees remains actively involved in our approach to adapting to the constraints required to limit the impact of the pandemic in Ochil Tower and provides us with guidance and support.

Judy Cromarty  
Executive Director  
January 2021



## Overview

	Lock down	Phase 1	Phase 2	Phase 3	Phase 4
<b>Households</b>	<p>Each house forms an individual school household</p> <p>Physical distancing measures to continue throughout the school between people outwith their school house hold. Physical distancing within households adhered to where possible and appropriate</p>	<p>Each house forms an individual school household</p> <p>Physical distancing measures to continue throughout the school between people outwith their school house hold. Physical distancing within households adhered to where possible and appropriate</p>	<p>Each house forms an individual school household</p> <p>Physical distancing measures to continue throughout the school between people outwith their school house hold. Physical distancing within households adhered to where possible and appropriate</p>	<p>Each house forms an individual school household</p> <p>Physical distancing measures to continue throughout the school between people outwith their school house hold. Physical distancing within households adhered to where possible and appropriate</p>	<p>All young people are expected to be back at Ochil Tower School on a full time basis</p> <p>Physical distancing measures to continue where possible in accordance with updated government advice</p>
<b>Classes</b>	<p>Usual school classes are on hold with house classes created with reduced timetables for our young people</p> <p>Young people staying at home catered for by class teacher through remote contact and provided resources</p>	<p>Usual school classes are on hold with house classes created with reduced timetables for our young people</p> <p>Young people staying at home catered for by class teacher through remote contact and provided resources</p>	<p>Usual school classes are on hold with house classes created with reduced timetables for our young people</p> <p>Young people staying at home catered for by class teacher through remote contact and provided resources</p>	<p>Usual school classes are on hold with house classes created. House classes will be supported by a lead educator along with an assistant to provide a full educational timetable.</p>	<p>All young people are expected to be back at Ochil Tower School on a full time basis</p> <p>All classes will run at usual capacity with full timetable in place</p>
<b>Curriculum</b>	<p>Teacher stays in touch remotely with all pupils who are at home to provide learning and support to the degree that suits each pupil and their families the best.</p> <p>For the pupils at school the full curriculum is resumed within the</p>	<p>Teacher stays in touch remotely with all pupils in their class and provides work and direction for their pupils</p> <p>Adapted 24 hour curriculum in place with, focus on health and well-being, project based work, completing qualifications where</p>	<p>Teacher stays in touch remotely with all pupils in their class and provides work and direction for their pupils</p> <p>Adapted 24 hour curriculum in place with, focus on health and well-being, project based work, completing qualifications where</p>	<p>The full curriculum is resumed within the house classes. Each house class will have access to a classroom outwith the house to facilitate the learning experience.</p> <p>Outdoor Learning opportunities will continue to be provided</p>	<p>Although the usual curriculum is resumed, we will continue to implement our plans to extend the 24 hour curriculum including further opportunities for learning in the outdoors and use of ICT.</p>



	<p>house classes. Each house class will have access to a classroom outwith the house to facilitate the learning experience.</p> <p>Outdoor Learning opportunities will continue to be provided making best use of our environment.</p> <p>In the case of diminishing staffing numbers an adapted 24 hour curriculum will be put in place with, focus on health and well-being, project based work, completing qualifications where possible, keeping individual tasks for literacy and numeracy going where appropriate</p>	<p>possible, keeping individual tasks for literacy and numeracy going where appropriate</p> <p>Outdoor Learning opportunities to be the primary choice making best use of our environment</p>	<p>possible, keeping individual tasks for literacy and numeracy going where appropriate</p> <p>Outdoor Learning opportunities to be the primary choice making best use of our environment</p>	<p>making best use of our environment</p>	
<b>Staffing</b>	<p>Each member of staff only working in one school household</p> <p>Education staff dispersed in the four houses</p>	<p>Each member of staff only working in one school household</p> <p>Education staff dispersed in the four houses</p>	<p>Each member of staff only working in one school household</p> <p>Education staff dispersed in the four houses</p>	<p>Each member of staff (including waking night night and sessional staff) only working in one school household</p> <p>Education staff dispersed in the four houses</p> <p>Senior Management team divided into the 4</p>	<p>Staff can work across more than one school household or class</p>



				<p>households</p> <p>Only co-workers from the same household are sharing a living space. They can use the hall for meeting up between house groups, at 2m distance</p>	
<b>Office</b>	<p>Only one person to work in each office to ensure physical distancing is followed, no hot desking as per government guidance. Any other staff entering only for essential purposes, with face cover and at social distance. Otherwise face to face communication and post handed through the office window</p>	<p>Two people allowed to work at any one time in the large office/reception area. Otherwise only one person to work in each office to ensure physical distancing is followed, no hot desking as per government guidance, no other staff other than the one working to enter the office space with face to face communication and post handed through the office window</p>	<p>Two people allowed to work at any one time in the large office/reception area. Otherwise only one person to work in each office to ensure physical distancing is followed, no hot desking as per government guidance, no other staff other than the one working to enter the office space with face to face communication and post handed through the office window</p>	<p>Only those staff working in the offices/reception are permitted to enter. Social distancing to be maintained within offices and reception area as per latest government guidance.</p> <p>No hot desking permitted.</p> <p>Other staff are not permitted to enter the office/reception, all communication to take place through the office window.</p>	<p>Office staff to continue physical distancing in line with latest government guidance, hot desking to be avoided where possible. Other staff can enter office space while observing latest government advice on physical distancing</p>
<b>Buildings</b>	<p>Each school household/staff only to access designated buildings, no sharing of any physical buildings between school households or office staff. (for Exceptions see Appendix 8 &amp;9</p> <p>There may be occasions when staff</p>	<p>Each school household/staff only to access designated buildings, no sharing of any physical buildings between school households or office/other staff</p>	<p>Each school household/staff only to access designated buildings, no sharing of any physical buildings between school households or office/other staff</p>	<p>Each school household/staff only to access designated buildings, no sharing of any physical buildings between school households or office/other staff.</p> <p>There may be occasions when staff are required to</p>	<p>Staff and pupils can access any buildings, following strict hygiene measures and following latest government advice on physical distancing</p>



	<p>are required to visit/enter houses or buildings other than those which have been designated to their households. This could be: A member of the care/education team who has been asked to assist in managing an incident, A member of the LMT observing staff practice, Maintenance of the building (e.g. Raymond), Health and Safety (e.g. Graham, LMT), On the request/direction of a member of the LMT</p> <p>Any member of staff entering a house/building out with their bubble must wash and sanitise their hands and wear a face covering before entering.</p>			<p>visit/enter houses or buildings other than those which have been designated to their households. This could be: A member of the care/education team who has been asked to assist in managing an incident, A member of the LMT observing staff practice, Maintenance of the building (e.g. Raymond), Health and Safety (e.g. Graham, LMT), On the request/direction of a member of the LMT</p> <p>Any member of staff entering a house/building out with their bubble must wash and sanitise their hands and wear a face covering before entering.</p>	
<p><b>External Visitors</b></p>	<p>No external guests or visitors on campus unless essential for young people's well-being</p> <p>Taxi drivers and parents picking up and dropping off young</p>	<p>No external guests or visitors on campus unless essential for young people's well-being</p> <p>Taxi drivers and parents picking up and dropping off young</p>	<p>Careful assessment, support and guidance will be offered to external guests and visitors to ensure the safety and protection of everyone</p> <p>Taxi drivers and</p>	<p>Careful assessment, support and guidance will be offered to external guests and visitors to ensure that the safety and protection of everyone</p> <p>Taxi drivers and</p>	<p>External guests and visitors welcomed with strict hygiene measures in place and following latest government guidance on physical distancing</p> <p>Taxi drivers to remain in</p>



	<p>people to remain in their car</p> <p>Delivery drivers to drop off parcels and post into box provided outside school the hall</p>	<p>people to remain in their car</p> <p>Delivery drivers to drop off parcels and post into box provided outside school the hall</p>	<p>parents picking up and dropping off young people to remain in their car</p> <p>Delivery drivers to drop off parcels and post into box provided outside the hall</p>	<p>parents picking up and dropping off young people to remain in their car</p> <p>Delivery drivers to drop off parcels and post into box provided outside the hall</p>	<p>their cars when dropping off and picking up</p> <p>Parents can access all areas indoors and outdoors, following strict hygiene measures and latest government guidance on physical distancing</p>
<b>Essential Services</b>	<p>Essential external key workers to be provided with disinfectant and cloth before entering any building and to wipe down any surfaces touched. Physical distancing to be maintained at all times</p>	<p>Essential external key workers to be provided with disinfectant and cloth before entering any building and to wipe down any surfaces touched. Physical distancing to be maintained at all times</p>	<p>Essential external key workers to be provided with disinfectant and cloth before entering any building and to wipe down any surfaces touched. Physical distancing to be maintained at all times</p>	<p>Essential external key workers to be provided with disinfectant and cloth before entering any building and to wipe down any surfaces touched. Physical distancing to be maintained at all times</p>	<p>Essential workers can return following strict hygiene measures in place and latest government guidance on physical distancing</p>
<b>Outdoor Gatherings</b>	<p>Outdoor spaces only to be used by one household at any one time, with the exception of the Court yard for organized gatherings where 2 households can meet at opposite ends. Any equipment disinfected after use.</p>	<p>Two classes / houses can be in the same outdoor space while observing physical distancing and infection control measures</p>	<p>Two classes / houses can be in the same outdoor space while observing physical distancing and infection control measures</p>	<p>Opportunity for all classes / houses to be in the same outdoor space while observing latest physical distancing and infection control measures. Await government guidance on the number of people allowed to gather at any one time.</p>	<p>Outdoor gatherings are resumed with physical distancing measures continuing in line with latest government advice</p>
<b>Indoor Gatherings</b>	<p>No indoor gatherings of any kind permitted</p>	<p>No indoor gatherings of any kind permitted</p>	<p>No indoor gatherings of any kind permitted</p>	<p>No indoor gatherings of any kind permitted</p>	<p>Indoor gatherings are resumed. Physical distancing measures to continue where possible according to updated</p>





					government advice
<b>Local community</b>	<i>Outdoor activities may take place in alternative locations when appropriate and risk assessed, however these need to be within the schools local authority.</i>	<i>Outdoor activities may take place in alternative locations when appropriate but these should be a less than 5 miles away from the school. Where possible, the location of these activities should be reached by cycling or walking</i>	<i>Outdoor activities may take place in alternative locations when appropriate but these should be a less than 5 miles away from the school. Where possible, the location of these activities should be reached by cycling or walking</i>	<i>Young people are encouraged and supported to spend time in and outwith the local area for activities following latest government guidance</i>	<i>Young people are encouraged and supported to spend time in and outwith the local area for activities following latest government guidance</i>
<b>Young peoples meetings</b>	<i>All young people's meetings including young people's planning meetings, reviews and hearings are held remotely</i>	<i>All young people's meetings including young people's planning meetings, reviews and hearings continue to be held remotely</i>	<i>Young people's meetings including young people's planning meetings and reviews can be held face to face with up to four people in the school hall observing physical distancing. or via mixed media attendance</i>	<i>Young people's meetings including young people's planning meetings and reviews can be held face to face with up to four people in the school hall observing physical distancing. or via mixed media attendance</i>  <i>Await government guidance on the number of people allowed to gather at any one time</i>	<i>All young people's meetings including young people's planning meetings and reviews, will be held face to face or for valid reasons, via mixed media attendance</i>
<b>Contact with other professionals</b>	<i>No external professional visits on site except in emergency situations</i>  <i>Engagement with external professionals and families take place by phone, video link and email</i>	<i>Working in partnership with local authorities, regulatory bodies and Public Health assess safety risks for professionals to visit with physical distancing measures in place. Anticipated that the</i>	<i>Working in partnership with local authorities, regulatory bodies and Public Health assess safety risks for professionals to visit with physical distancing measures in place. Anticipated that the</i>	<i>Working in partnership with local authorities, regulatory bodies and Public Health to ensure all face to face visits of professionals can take place with agreed physical distancing measures in place. It is</i>	<i>Working in partnership with local authorities, regulatory bodies and Public Health to ensure all face to face visits of professionals can take place with continuing physical distancing measures in place</i>



		<i>vast majority of contacts will continue to take place remotely by video link, phone, text and email</i>	<i>vast majority of contacts will continue to take place remotely by video link, phone, text and email</i>	<i>anticipated that some contact will continue to take place remotely by video link, phone, text and email</i>	<i>following government guidelines</i>
<b>Staff Meetings</b>	<i>All regular meetings facilitated through video link or where essential face to face whilst masked and observing physical distancing and ventilation ensuring that communication and information sharing is maintained</i>	<i>All regular meetings facilitated through video link or face to face observing physical distancing ensuring that communication and information sharing is maintained</i>	<i>All regular meetings facilitated through video link or face to face observing physical distancing ensuring that communication and information sharing is maintained</i>  <i>Meetings with people from more than two different households can be held in the hall maintaining physical distancing. Government guidance on the number of people allowed to gather at any one time will be followed</i>	<i>All regular meetings facilitated through video link or face to face in designated meeting rooms observing physical distancing ensuring that communication and information sharing is maintained</i>  <i>Meetings with people from more than two different households can be held in the hall and Lochay's 2<sup>nd</sup> class room maintaining physical distancing. Government guidance on the number of people allowed to gather at any one time will be followed</i>	<i>Regular meetings will be held face to face where possible observing latest government guidance on physical distancing preferably in venues with space</i>  <i>Staff and young people from different houses will be able to participate in joint activities while observing latest government guidance</i>
<b>New Staff Members</b>	<i>Induction for new staff members and meetings to be conducted outdoors observing physical distancing or with their own house group at closer range. Any training conducted via video link, for example, health and</i>	<i>Induction for new staff members and meetings to be conducted outdoors observing physical distancing or with their own house group at closer range. Any training conducted via video link, for example, health and</i>	<i>Induction for new staff members and meetings to be conducted outdoors observing physical distancing or with their own house group at closer range. Any training conducted via video link, for example, health and</i>	<i>Induction for new staff members and meetings can be conducted in the hall at physical distance or with their house group at closer range. Any training conducted in the hall or via video link. New staff will be allocated to only one house for</i>	<i>Induction for new staff members, meetings and training can be conducted in any larger space at reasonable physical distance or as advised by government</i>



	<p><i>safety</i></p> <p><i>Interviews are conducted over video link except for a senior post</i></p>	<p><i>safety</i></p>	<p><i>safety</i></p>	<p><i>shadow/sessional shifts. Await government guidance for the number of people allowed to meet at any one time inside</i></p>	
<p><b>Transport</b></p>	<p><i>Each Household or persons only to use their designated vehicles. Minibus remains a shared resource with users adhering to the following procedures:</i></p> <p><i>All staff and young people must wash and sanitise their hands before entering any vehicle.</i></p> <p><i>On return to the school the House Co-ordinator (or shift lead) must ensure (whether by themselves or someone else) that the vehicle is properly sanitised and cleaned.</i></p> <p><i>If a young person or a member of staff is diagnosed with Covid-19 within 72 hours of having used a school vehicle then that vehicle will be out of bounds until it has been thoroughly</i></p>			<p><i>All staff and young people must wash and sanitise their hands before entering any vehicle.</i></p> <p><i>On return to the school the House Co-ordinator (or shift lead) must ensure (whether by themselves or someone else) that the vehicle is properly sanitised and cleaned.</i></p> <p><i>Only 1 house is permitted to use any one vehicle at one time; this means that there can be no mixed outings between houses (houses must remain in their bubbles).</i></p> <p><i>If a young person or a member of staff is diagnosed with Covid-19 within 72 hours of having used a school vehicle then that vehicle will be out of bounds until it has</i></p>	



# Ochil Tower School

	<i>cleaned.</i>			<i>been thoroughly cleaned.</i>	
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### **3. Conclusion**

Although we cannot predict whether there will be another wave of Covid-19 cases in the coming months, as an organisation, we believe that our learning from recent months and the measures we have and will continue to put in place, put us in a position of strength to deal with any challenges that we may be presented with.

We will continue to learn and grow, taking cognisance of what is happening locally and nationally. The last few months have shown the strengths of the organisation and our staff team in responding and working together to deal with emerging challenges on a daily basis. It is evident that the relationships between our staff and young people are strong and have helped us adjust to new ways of working. Our young people have demonstrated amazing resilience and will continue to remain at the centre of all that we do.

We give our commitment to continuing to protect and keep all safe. We will all stay alert to the emerging picture and take the actions necessary to respond to any future developments.

Jason Glass

Chair, Board of Trustees

Updated Jan 2021

**Sources of Covid-19 pandemic information**

**Health Protection Scotland** [https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2999/documents/1\\_covid-19-compendium.pdf](https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2999/documents/1_covid-19-compendium.pdf)

**NHS inform** <https://www.nhsinform.scot/>

**Care Inspectorate** <https://www.careinspectorate.com/index.php/coronavirus-professionals>

SSSC <https://www.sssc.uk.com/covid-19/>

**Education Scotland - through Link Inspector** <https://education.gov.scot/>

**SCIS** <http://www.scis.org.uk/about-scis/coronavirus-covid-19-guidance-for-schools/>

CYPCS <https://cypcs.org.uk/coronavirus/>

P&K Council - <https://www.pkc.gov.uk/coronavirus/schools>

**LOCAL NHS HUB** for staff testing and PPE

Camphill Scotland <https://www.camphillscotland.org.uk/members-area/> (weekly Covid-19 meetings)

**St Margarets Health Centre Auchterarder**