



Ochil Tower School

## **Recovery and Renewal Plan Summary Update August 2021**



## **Contents:**

### **Updated responses to:**

**Lock down - Level 4**

**Phase 1 - Level 3 ~ all subject to future Scottish Government requirements and guidance**

**Phase 2 - Level 2**

**Phase 3 - Level 1**

**Phase 4 - Level 0**

**Overview**



## Overview

	<b>Lock down Level 4</b>	<b>Phase 1 Level 3</b>	<b>Phase 2 Level 2</b>	<b>Phase 3 Level 1</b>	<b>Phase 4 Level 0 and beyond</b>
<b>Criteria</b>					
<b>Households</b>	<p><i>Each house forms an individual school Household.</i></p> <p><i>Visiting different households is not permitted.</i></p> <p><i>Physical distancing measures to continue throughout the school between people outwith their school household.</i></p> <p><i>Physical distancing within households adhered to were possible and appropriate.</i></p> <p><i>Any adults outwith the school household must wear a mask/face covering if entering a house.</i></p>	<p><i>Each house forms an individual school Household.</i></p> <p><i>Visiting different households is not permitted.</i></p> <p><i>Physical distancing measures to continue throughout the school between people outwith their school household.</i></p> <p><i>Physical distancing within households adhered to where possible and appropriate.</i></p> <p><i>Any adults outwith the school household must wear a mask/face covering if entering a house.</i></p>	<p><i>Visiting different households is not permitted.</i></p> <p><i>Physical distancing measures to continue throughout the school between people outwith their household.</i></p> <p><i>Physical distancing within households adhered to where possible and appropriate.</i></p> <p><i>Any adults outwith the household must wear a mask/face covering if entering a house.</i></p>	<p><i>Households are able to mix and meet indoors. Masks must be worn by all staff and young people, who are able, when visiting another household.</i></p> <p><i>Social distancing must be observed whenever possible.</i></p> <p><i>Where social distancing is not possible staff from the visited house must also wear a mask/face covering.</i></p>	<p><i>Households are able to mix and meet indoors at one metre+ distance</i></p> <p><i>Masks must be worn when entering another house/space and can be taken off once seated at a 1 metre+ distance</i></p> <p><i>This will be reviewed in line with Government guidelines.</i></p>
<b>Classes</b>	<i>Usual school classes are on hold with house classes created with</i>	<i>Usual school classes are on hold with house classes created with</i>	<i>Class groups return to pre-covid arrangements.</i>	<i>Class groups return to pre-covid arrangements.</i>	<i>Class groups return to pre-covid arrangements.</i>



	<p><i>reduced timetables for some young people.</i></p> <p><i>House classes will be led by a teacher along with an assistant to provide a full educational timetable.</i></p> <p><i>Young people staying at home will be catered for by class teacher through remote contact and provided resources</i></p>	<p><i>reduced timetables for some young people .</i></p> <p><i>House classes will be led by a teacher along with an assistant to provide a full educational timetable.</i></p> <p><i>Young people staying at home will be catered for by class teacher through remote contact and provided resources</i></p>	<p><i>All staff are required to wear clinical masks if unable to maintain social distance indoors.</i></p> <p><i>When outdoors masks/face coverings must be worn only when in close contact with a pupil (e.g walking arm in arm).</i></p>	<p><i>All staff are required to wear masks/face coverings if unable to maintain social distance indoors.</i></p> <p><i>When outdoors masks/face coverings must be worn only when in close contact with a pupil (e.g walking arm in arm).</i></p>	<p><i>Masks must be worn if appropriate by all staff when indoors.</i></p> <p><i>Outwith Class time staff can remove Masks once seated and at 1 metre+ distance from each other</i></p> <p><i>Staff must ensure a 1 metre+ distance from each other where appropriate and possible</i></p> <p><i>This will be reviewed in line with Government guidelines.</i></p>
<p><b>Curriculum</b></p>	<p><i>Teacher stays in touch remotely with any pupils who remain at home to provide learning and support to the degree that suits each pupil and their families the best.</i></p> <p><i>For the pupils at school 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.</i></p> <p><i>Outdoor Learning</i></p>	<p><i>For the pupils at school the full curriculum is resumed within the classes.</i></p> <p><i>Outdoor Learning opportunities to be the primary choice making best use of our environment</i></p>	<p><i>For the pupils at school the full curriculum is resumed within the classes.</i></p> <p><i>Outdoor Learning opportunities to be the primary choice making best use of our environment</i></p>	<p><i>For the pupils at school the full curriculum is resumed within the classes.</i></p> <p><i>Outdoor Learning opportunities will continue to be part of the curriculum making the best use of our environment.</i></p>	<p><i>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.</i></p>



	<p><i>opportunities to be the primary choice making best use of our environment</i></p> <p><i>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</i></p>				
<b>Staffing</b>	<p><i>Each member of staff only working in one school household (exceptions may need to be made in emergency situations)</i></p> <p><i>Education staff dispersed in the four houses.</i></p> <p><i>Senior Management team is divided into 4 households.</i></p> <p><i>Only co-workers from the same household are sharing a living space. Outdoor mixing at social</i></p>	<p><i>Each member of staff only working in one household (exceptions may need to be made in emergency situations)</i></p> <p><i>Education staff dispersed in the four houses.</i></p> <p><i>Senior Management team is divided into 4 households.</i></p> <p><i>Only co-workers from the same household are sharing a living space. Outdoor mixing at social distance will be permitted. The hall can be used for</i></p>	<p><i>Each member of staff only working in one household (exceptions may need to be made in emergency situations).</i></p> <p><i>Masks must be worn by staff if working outside their regular house.</i></p> <p><i>Education staff will return to normal arrangements.</i></p> <p><i>Only co-workers from the same household are sharing a living space. The hall can be used for meeting up</i></p>	<p><i>Staff are able to work within different households. Masks must be worn by staff if working outside their regular house.</i></p> <p><i>Education staff will return to normal arrangements.</i></p> <p><i>Only co-workers from the same household are sharing a living space. Social spaces can be used for meeting up as long as social distancing can be observed. The hall can be used for meeting</i></p>	<p><i>Staff are able to work within different households.</i></p> <p><i>Education staff will return to normal arrangements.</i></p> <p><i>There will be no requirement for co-workers to be allocated living spaces based on the household they work in.</i></p> <p><i>Masks must be worn when entering another house/space and can be</i></p>



	<i>distance will be permitted.</i>	<i>meeting up between house groups while maintaining social distance.</i>	<i>between house groups while maintaining social distance.</i>	<i>up between house groups while maintaining social distance.</i>	<i>taken off once seated at a 1 metre+ distance</i>  <i>This will be reviewed in line with Government guidelines.</i>
<b>Office</b>	<p><i>Only one person to work in each office to ensure physical distancing is followed, no hot desking as per government guidance.</i></p> <p><i>Any other staff entering only for essential purposes, with face cover and at social distance.</i></p> <p><i>Otherwise face to face communication and post handed through the office window</i></p>	<p><i>Two people are allowed to work at any one time in the large office/reception area.</i></p> <p><i>Only one person to work in any other office to ensure physical distancing is followed, no hot desking as per government guidance.</i></p> <p><i>Any other staff entering only for essential purposes, with face cover and at social distance.</i></p> <p><i>Otherwise face to face communication and post handed through the office window</i></p>	<p><i>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.</i></p> <p><i>No hot desking as per government guidance.</i></p> <p><i>Any other staff entering only for essential purposes, with face cover and at social distance.</i></p> <p><i>Otherwise face to face communication and post handed through the office window</i></p>	<p><i>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.</i></p> <p><i>No hot desking permitted. Any other staff entering only for essential purposes, with face cover and at social distance.</i></p> <p><i>Otherwise face to face communication and post handed through the office window</i></p>	<p><i>Other staff can enter office space</i></p> <p><i>Masks must be worn when entering or moving around the office and can be taken off once seated at a 1 metre+ distance from each other</i></p> <p><i>Hot desking to be avoided where possible.</i></p> <p><i>This will be reviewed in line with Government guidelines.</i></p>
<b>Buildings</b>	<i>Each school household/staff only to access designated buildings, no sharing of any physical buildings between school</i>	<i>Each school household/staff only to access designated buildings, no sharing of any physical buildings between school</i>	<i>Staff and pupils can access any buildings, following strict hygiene measures and following latest government advice on physical distancing.</i>	<i>Staff and pupils can access any buildings, following strict hygiene measures and following latest government advice on physical distancing.</i>	<i>Staff and pupils can access any buildings, following strict hygiene measures. Masks must be worn when entering a</i>



	<p>households or office staff. (for Exceptions see Appendix 8 &amp;9) There may be occasions when staff 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>households or office staff. (for Exceptions see Appendix 8 &amp;9) There may be occasions when staff 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>If entering a building that is outwith your house/group then a mask must be worn while moving around. Once seated and/or social distancing can be observed the mask can be removed.</p> <p>Hand sanitiser must be used before entering the area. Areas must be sanitised after use.</p>	<p>If entering a building that is outwith your house/group then a mask must be worn while moving around. Once seated and/or social distancing can be observed the mask can be removed.</p> <p>Hand sanitiser must be used before entering the area. Areas must be sanitised after use.</p>	<p>space/moving around and can be taken off once seated at a 1 metre+ distance from each other.</p> <p>This will be reviewed in line with Government guidelines.</p>
<p><b>External Visitors</b></p>	<p>No external guests or visitors on site unless essential for young people's well being</p> <p>Taxi drivers and parents</p>	<p>No external guests or visitors on site unless essential for young people's well being.</p>	<p>Careful assessment, support and guidance will be offered to external guests and visitors to ensure the safety and</p>	<p>External guests and visitors welcomed with strict hygiene measures in place and following latest government</p>	<p>External guests and visitors are welcomed with strict hygiene measures in place.</p>



	<p><i>picking up and dropping off young people to remain in their car</i></p> <p><i>Delivery drivers to drop off parcels and post into box provided outside school the hall</i></p>	<p><i>Temperature will be taken from any visitors.</i></p> <p><i>Taxi drivers and parents picking up and dropping off young people to remain in their car</i></p> <p><i>Delivery drivers to drop off parcels and post into box provided outside school the hall</i></p>	<p><i>protection of everyone.</i></p> <p><i>Temperature will be taken from any visitors.</i></p> <p><i>Taxi drivers and support staff picking up and dropping off young people to remain in their car.</i></p> <p><i>Parents picking up or dropping off young people will be allowed to walk them to their respective houses. Parents can spend time visiting young people within the grounds or by using communal spaces such as the hall (no entry to houses) at social distance to others.</i></p> <p><i>Delivery drivers to drop off parcels and post into box provided outside the hall</i></p>	<p><i>guidance on physical distancing.</i></p> <p><i>Temperature will be taken from any visitors.</i></p> <p><i>Taxi drivers and support staff picking up and dropping off young people to remain in their car.</i></p> <p><i>Parents can access all areas indoors and outdoors, following strict hygiene measures and latest government guidance on physical distancing</i></p> <p><i>Delivery drivers to drop off parcels and post into box provided outside the hall</i></p>	<p><i>Temperature will be taken from any visitors.</i></p> <p><i>Taxi drivers and support staff are permitted to access outdoor spaces.</i></p> <p><i>Parents can access all areas indoors and outdoors, following strict hygiene measures.</i></p> <p><i>Delivery drivers to drop off parcels and post into box provided outside the hall</i></p> <p><i>In all instances masks must be worn when entering a space/moving around and can be taken off once seated at a 1 metre+ distance from each other.</i></p> <p><i>This will be reviewed in line with Government guidelines.</i></p>
<p><b>Essential Services</b></p>	<p><i>Essential external key workers to be provided with disinfectant and cloth before entering any building and to wipe down any surfaces touched.</i></p>	<p><i>Essential external key workers to be provided with disinfectant and cloth before entering any building and to wipe down any surfaces touched.</i></p>	<p><i>Essential external key workers to be provided with disinfectant and cloth before entering any building and to wipe down any surfaces touched.</i></p>	<p><i>Essential external key workers to be provided with disinfectant and cloth before entering any building and to wipe down any surfaces touched.</i></p>	<p><i>Essential workers can return following strict hygiene measures in place and latest government guidance on physical distancing.</i></p> <p><i>Temperature will be taken</i></p>





	<p><i>Temperature will be taken upon arrival</i></p> <p><i>Physical distancing to be maintained at all times</i></p>	<p><i>Temperature will be taken upon arrival</i></p> <p><i>Physical distancing to be maintained at all times</i></p>	<p><i>Temperature will be taken upon arrival</i></p> <p><i>Physical distancing to be maintained at all times</i></p>	<p><i>Temperature will be taken upon arrival</i></p> <p><i>Physical distancing to be maintained at all times</i></p>	<p><i>upon arrival</i></p>
<p><b>Outdoor Gatherings</b></p>	<p><i>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.</i></p>	<p><i>Opportunity for all classes / houses to be in the same outdoor space while observing the latest physical distancing and infection control measures.</i></p>	<p><i>Opportunity for all classes / houses to be in the same outdoor space while observing the latest physical distancing and infection control measures.</i></p>	<p><i>Opportunity for all classes / houses to be in the same outdoor space while observing latest physical distancing and infection control measures.</i></p>	<p><i>Outdoor gatherings are resumed. No masks need to be worn. No physical distance needs to be in place</i></p> <p><i>This will be reviewed in line with Government guidelines.</i></p>
<p><b>Indoor Gatherings</b></p>	<p><i>No indoor gatherings of any kind permitted.</i></p>	<p><i>No indoor gatherings</i></p> <p><i>Co-workers from more than 1 household are able to meet in the hall or any other suitable building which allows for 2 metre social distancing and is well ventilated.</i></p>	<p><i>Indoor gatherings permitted for 2 households/classes in the hall e.g Friday service. Social distancing must be maintained between households/classes</i></p> <p><i>Masks/face coverings to be worn where appropriate.</i></p> <p><i>Co-workers from more than 1 household are able to meet in the hall or any other suitable</i></p>	<p><i>Indoor gatherings permitted for 2 households/classes in the hall e.g Friday service. Social distancing must be maintained between households/classes</i></p> <p><i>Masks/face coverings to be worn where appropriate.</i></p> <p><i>Co-workers from more than 1 household are able to meet in the hall or any other suitable</i></p>	<p><i>Indoor gatherings permitted for 2 households/classes in the hall e.g Friday service. Social distancing of 1meter+ must be maintained between households/classes.</i></p> <p><i>Masks must be worn on entry and when moving around and can be removed once seated.</i></p> <p><i>Co-workers from more</i></p>



			<i>building which allows for 2 metre social distancing and is well ventilated.</i>	<i>building which allows for 2 metre social distancing and is well ventilated.</i>	<i>than 1 household are able to meet in the hall or any other suitable building, masks must be worn when moving around, 1 metre+ social distancing needs to be adhered to when moving around and when seated. Space must be well ventilated.</i>  <i>This will be reviewed in line with Government guidelines.</i>
<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 and in line with Government guidelines.</i>	<i>Outdoor activities may take place in alternative locations when appropriate and in line with Government guidelines.</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 in the school hall (or other suitable space) 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 in the school hall (or other suitable space) 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 in the school hall (or other suitable space) observing physical distancing (1 metre+) or via mixed media attendance</i>



<p><b>Contact with other professionals</b></p>	<p>No external professional visits on site except in emergency situations</p> <p>Engagement with external professionals and families take place by phone, video link and email</p>	<p>Working in partnership with local authorities, regulatory bodies and Public Health assess safety risks for professionals to visit with physical distancing measures in place.</p> <p>Anticipated that the vast majority of contacts will continue to take place remotely by video link, phone, text and email</p>	<p>Working in partnership with local authorities, regulatory bodies and Public Health assess safety risks for professionals to visit with physical distancing measures in place.</p> <p>Anticipated that the vast majority of contacts will continue to take place remotely by video link, phone, text and email</p>	<p>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.</p> <p>Anticipated that some contact will continue to take place remotely by video link, phone, text and email</p>	<p>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 (1 metre+) following government guidelines</p>
<p><b>New Staff Members</b></p>	<p>Induction for new staff members and meetings to be conducted outdoors observing physical distancing or with their own house group at closer range.</p> <p>Any training conducted via video link, for example, health and safety.</p> <p>Interviews are conducted over video link except for a senior post.</p>	<p>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 shadow shifts.</p> <p>Interviews can take place in the hall or other suitable building allowing for social distancing and ventilation.</p>	<p>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 shadow shifts.</p> <p>Interviews can take place in the hall or other suitable building allowing for social distancing and ventilation.</p>	<p>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.</p> <p>Shadow shifts can be conducted across several houses.</p> <p>Interviews can take place in the hall or other suitable building allowing for social distancing and ventilation.</p>	<p>Induction for new staff members and meetings can be conducted in the hall at physical distance (1 metre+) or with their house group at closer range. Any training conducted in the hall or via video link.</p> <p>Shadow shifts can be conducted across several houses.</p> <p>Interviews can be held face to face in the hall or other suitable venue which allows for social distancing (1 metre+) and has suitable ventilation.</p>



<p><b>Transport</b></p>	<p><i>Each Household or persons only 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 Coordinator (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>Each Household/Class or persons only 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 Coordinator (or shift lead)/teacher 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 cleaned.</i></p>	<p><i>Each Household/Class or persons only 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 Coordinator (or shift lead)/teacher 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 cleaned.</i></p>	<p><i>Vehicles can be shared between all households/classes.</i></p> <p><i>Mixed outings are permitted.</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 Coordinator (or shift lead)/teacher 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 cleaned.</i></p>	<p><i>Vehicles can be shared between all households/classes</i></p> <p><i>Mixed outings are permitted. Masks must be worn by all staff during transport</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 Coordinator/shift lead/teacher 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 the vehicle will be out of bounds until it has been thoroughly cleaned.</i></p>
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## ***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**