

STAYING SAFE AT COLLEGE

**Information for all of our Students and
Apprentices**

APRIL 2021

Contents

1. Introduction
2. Symptom-free testing
3. How will your course be delivered / being safe in lessons
4. Being safe on campus
5. Smoking and vaping
6. Face coverings
7. Wellbeing and careers advice
8. Information: IT, learning resource centre, finance and learning support
9. Catering options
10. College transport
11. Residential students
12. The wider student experience
13. The importance of following safety measures
14. Track and Trace
15. What to do if you feel ill/are ill – Absence Reporting
16. Safeguarding
17. Contacting us

1. INTRODUCTION

Welcome back to College! We return to college this April after another significantly challenging period of time for everyone. We want to reassure you that we are really looking forward to welcoming you to the College and we are working hard to get everything ready for when you arrive. We've been closely following government guidelines and keeping the safety of you and our staff as our top priority. We are planning to provide you with great learning experiences in a safe environment.

We hope that you will find this guide useful, as it contains lots of helpful information you need to know about keeping safe at college/university when you arrive back on site.

This guide also sets out the steps that will need to be taken if you or any of your family or friends at home or at college/university display any symptoms of COVID-19. It is very important that all students behave in a responsible manner and follow these guidelines and practical steps that can be taken to minimise the spread of infection. This approach is compatible with the high standards of behaviour that Askham Bryan College would always expect.

We have updated the Student Code of Conduct – Please make sure you read and understand it:

[Student Code of Conduct March 2021.pdf](#)

Please also see our website for key information:

<https://www.askham-bryan.ac.uk/the-college/covid-19-important-updates/information-for-current-students-2021>

2. Symptom free testing

In line with DfE guidance, we are now providing symptom free testing kits for students and staff. Your Course Manager will be in charge of providing you with your kit.

[Information for current students 2021 | Askham Bryan College \(askham-bryan.ac.uk\)](#)

[TESTING 2021.pdf \(askham-bryan.ac.uk\)](#)

How your course will be delivered

Our aim is to give students and apprentices the **best possible learning experience**.

One of the ways we'll be doing this while keeping you safe is by managing numbers on campus, which we will do by providing a blend of face to face and online learning for students and apprentices.

The days you are on campus may be a combination of practical study and classroom sessions (apprenticeship provision may be slightly different depending upon block weeks etc.) as well as

online where required. You may also complete some self-directed online study whilst on campus or from home.

How your course will be delivered: being safe in lessons

As part of our preparations for students coming into College, each course area has carefully reviewed the steps that need to be taken during classes to keep both students, apprentices and staff safe. Each department has undertaken thorough risk assessments on the various activities to ensure they can be carried out safely.

These measures will include but are not limited to:

- A high percentage of practical delivery will take place in an outdoor environment
- Encouraging hand washing and sanitising at regular intervals throughout the day
- Thoroughly cleaning all equipment, desks and work areas regularly
- Not sharing Personal Protective Equipment (PPE) between students
- Maintaining social distance between students and staff whenever possible
- Following the guidelines on wearing a face covering
- Sending home anyone who shows symptoms of COVID-19
- Identifying clear seating plans and working points within classrooms and workshops to help you maintain social distancing measures where possible.

It may not always be feasible to apply current social distancing measures in the classroom environment, but in this rare situation, we will have other measures in place for your safety, as mentioned above.

For further details:

https://www.askham-bryan.ac.uk/uploads/files/TLA_guidance_for_students_2021_FEB_26.pdf

3. Being safe on campus

In the interest of safety, all students and apprentices will be required to do the following whilst on campus:

- Always walk on the left of paths and corridors
- When queuing for rooms, food or toilets, observe social distancing rules
- Use hand sanitiser frequently and ensure you wash your hands thoroughly after any practical activity

To keep everyone safe, your teachers and assessors will explain during how to maintain safety at all times within your department.

As part of your return to college, your course tutor will make it clear to you which are your classrooms on timetabled days in and which facilities you can access.

The College have hand sanitiser stations in place at entrances and exits of buildings and enhanced cleaning requirements which will be explained to you during your induction and when on campus. Start, finish and break times have been set to manage the flow of students.

All students **are required to wear their ID card and lanyard at all times** whilst on campus and when using college transport, for your own safety. Please take care to look after your ID and lanyard as replacement charges are in place.

4. Smoking and vaping

Students are reminded that smoking and vaping are only permitted in the designated smoking areas around our campuses. Please remember that social distancing should be maintained within the smoking areas.

5. Face coverings

The College is following all guidelines in place for April 2021, including the use of face coverings on campus. This will be closely monitored and if the guidelines change, then the college will update its own guidelines accordingly.

It is requested that **students and apprentices wear a face covering** whenever you are indoors, including in classrooms. The only exception to this is when you are undertaking practical activities outside or when you are having lunch.

There is a process for applying for exemptions as we do recognise, as with public health guidelines, there will be cases where it will not be possible for people to wear a face covering. If you do see someone without a face covering be mindful of challenging them as there may be a good reason for this – avoiding unnecessary arguments. Exemptions have been in place all year so all those exempt will have been issued with an exemption card. If you have any questions about this, please ask in Student Services

For many practicals there will be either sufficient space, chance to work outdoors or individual working so that a face covering will not be required. However, within some practicals it will be necessary to work closely with staff (and within 1m +) when instructing or demonstrating specialist tasks and equipment. **In this situation it is required that both students, apprentices and staff wear face coverings.**

In some of the sectors we work within there will be specific industry guidelines which would be adhered to, including the use of face coverings and/or PPE. Curriculum areas will advise students and apprentices accordingly on this.

Transport

Face coverings are required to be worn at all times on college transport.

Catering

When queuing for any catering outlet outside such, face coverings are not required. When queuing for inside catering however, face coverings are required, until you are sat down to eat or until you are back outside again.

Accommodation

Face coverings are not required in residential blocks unless it is not possible to be more than 1m + apart, for instance on stairwells.

Please note that on moving back in day, face coverings are required to be worn by the family member when dropping students off when entering the accommodation.

Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.

6. Wellbeing and careers advice

We appreciate that for some of you coming back into college and onto campus after such a long time is a big step and could be quite worrying. Our Student Services team will be on hand to support you when you are back in college and beforehand to help you with any concerns you have. You can contact the team by emailing – regardless of which centre you are based at, we will make sure your local team respond:

studentservices@askhambryancollege.ac.uk

Our Careers team are available as always to offer you support.

You can contact the team by emailing careersandemployability@askham-bryan.ac.uk

7. Information: IT, learning resource centre, finance and learning support

IT

Our IT team will be offering support to all students both on and off site. You can email the IT helpdesk if you require support at IT@askham-bryan.ac.uk

Learning Resource Centres (LRC)

To maintain a safe environment for students, apprentices and staff while delivering the best support we can, the LRCs are operating on limited capacity with pre-booked access from 8 March 2021.

We have a limited number of safely distanced PCs and study spaces available. These should be booked in advance via LRC@askham-bryan.ac.uk, via Teams ([Ask the Library](#)) or phone 01904 772234 (York) or 01768 893503 (Newton Rigg) or 01642 327998 ext. 211 (Stewart Park). Priority will be given to those without access to computers or broadband at home or living on site. If you need to discuss any specific access to the library, please contact the Library team and we will do our best to accommodate you.

We are still operating our click and collect book service where you can request books and pop to the library to collect them by appointment. We aim to open up the library for browsing the shelves as

soon as we are able to do so safely, but will consider individual requests depending on staff availability.

Returned books will be placed in quarantine for a minimum of 72 hours so there will be a delay in them being available to borrow again.

Staff will be available online to help via email or by chat on Teams. You can also book online 1:1s via Teams for help; this includes how to access our online resources, help with study skills and finding relevant resources for your assignments. Our VLE pages will continue to provide links to a wide range of e-resources and we are increasing the number of e-books we have available.

Student Finance

If you have individual specific questions about bursaries or other financial support, please e-mail bursaries@askhambryancollege.ac.uk

Learning support services

If you have any queries about additional learning support, you can contact a member of the team by email at learning.support@askham-bryan.ac.uk

8. Catering options

Our main catering services will be open for business from Monday 8th March (Sunday 7th in the evening for residential students). Opening times will be publicised at the centres. Please note that payment can be made by contactless methods or cash at our catering outlets, although where possible, contactless payment would be preferred. Hand sanitiser stations will be found next to each of the catering outlets.

9. College transport

College transport is up and running as normal. Please be assured that the college buses used **only for Askham Bryan students** will be cleaned thoroughly before and after use.

Please note that social distancing will not be possible on many of our buses. That is why it is vital that students wear their face coverings **at all times** whilst on the bus.

IMPORTANT: IF you have any of the recognised COVID-19 symptoms, stay at home, do not travel to college, self-isolate and book a test through online NHS or phone 119 and isolate themselves. Drivers of our vehicles will not let you board if they recognise any of the symptoms.

When getting the bus to college

- Please adhere to social distancing whilst waiting for the bus
- Remember to bring your own face covering, the bus drivers will not be able to supply one for you
- If you are not wearing a face covering you will not be allowed to board the bus (unless you can prove exemption)

- Hand sanitiser will be available upon boarding and leaving the bus, which we strongly recommend using
- When you get on the bus, you must fill up the seats from the back row first
- When you arrive at your destination, the driver will tell you when you can disembark. For your own safety and for the safety of others, please follow the directions given by the driver
- When getting off the bus, you will be leaving from the front row first
- You will arrive at the bus drop off area as usual. Please ensure that you go straight to your lesson and do not congregate in the drop-off area
- Once on site please walk on the left of all paths, follow signage and maintain social distancing.

When returning home on the bus

- If you need to queue for your bus, don't forget to social distance
- Please ensure that you are wearing your face covering before you board the bus
- If you start displaying symptoms of COVID-19 whilst on campus, you will be removed from the classroom and will not be able to use college transport to get home. In this instance, parents or carers will have to make arrangements to collect you from the campus

REMINDERS!

Please remember that you are required to bring your own face covering to be used on the bus – the bus driver will not be able to supply one for you.

Please also remember that normal transport rules will still apply when using our college bus service. You will need your lanyard, bus pass and you will need to be at the stop 10 minutes before the departure time.

10. Residential Accommodation

To make sure you are safe when living on campus, we are maintaining measures introduced at the beginning of the year. We take the safety of our students very seriously, as demonstrated in our 'Outstanding' Ofsted Care Standards inspection, so we want to take all the extra precautions we can.

For information on all aspects of living on site, please see your Accommodation Handbook and remind yourself of the residential rules that were put in place before Christmas (a copy was sent out to you when you returned in March).

11. The wider student experience

We hope to increase the number of face-to-face activities and social events we can offer you as the year goes on, but will always follow government guidance. You will also be able to get involved in some of the many fundraising activities our students always enjoy for a nominated charity.

12. The importance of following safety measures

To ensure everyone is kept safe on site, we must all follow the safety procedures that have been put in place.

We expect all of our students to adhere to the guidelines and procedures. Due to the importance of safety there will be a zero tolerance of anyone who does not follow the rules.

Students who are unable to demonstrate the high standards of behaviour and ability to follow the guidelines are placing themselves at risk of going through the disciplinary process and possible exclusion from college. By everyone on campus undertaking college procedures and behaving responsibly we can minimise the risk of infection.

13. Track and Trace

We will be operating a Track and Trace system in some of our communal areas, such as the canteen. This will be by means of a QR code that, when scanned, will require you to enter a small amount of information – where you are, your name and contact number and the time you expect to leave that area.

This information will enable us, **in the event that someone tests positive for Covid-19**, to contact those who have been in close contact with them. We are working closely with our local Public Health Team to ensure we have plans in place should this be necessary. Please make sure, where possible, that you have downloaded a QR reader onto your phone.

14. What to do if you feel ill/are ill

The main symptoms of COVID-19 are a:

- High temperature - you feel hot to touch on your chest or back
- New, continuous cough - coughing a lot for over an hour, or three or more coughing episodes in 24 hours
- Loss or change to your sense of smell or taste - you cannot smell or taste anything, or things smell or taste different to normal.

If you have any of these symptoms, please DO NOT COME INTO COLLEGE and ring 111 for advice.

If you come to college with any of these symptoms, or symptoms develop whilst you are at college, you will need to be picked up and taken home and should ring 111 for advice. You will not be able to use college or public transport. Whilst waiting to be picked up, you will be isolated from other students and staff to ensure your safety and theirs.

If you are using our college transport and the driver believes you have any symptoms, they will not bring you into college and you will be advised to ring 111 for further advice.

Anyone with symptoms should seek a test then self-isolate until the test result is known. If it is positive, then follow any advice given at the time and do not come to college. You must let us know if you have symptoms or receive a negative or positive test via the Student Absence Reporting Form. We will need to see the details provided on your test result (which would be sent to you by the testing centre either by text or e-mail).

If anyone you live with has symptoms you **MUST NOT** come to college, ring 111 and self-isolate for 10 days as advised.

ABSENCE REPORTING

Students should start to use the Absence Reporting Form again that was introduced before Christmas. This should be completed regardless of the reason for your absence.

Residential students displaying symptoms

Residential students who are feeling unwell and displaying COVID-19 symptoms must self-isolate in their own accommodation, unless the student has returned home. There is no change to the processes around self-isolation. Food and supplies will be provided by Student Services, who will also liaise with your parents/carers (if you're under 18) and ensure a test kit is obtained.

Students are required to remain in isolation in accordance with government guidelines or until a negative test result has been received.

In the event of a staff member or student having a confirmed case of COVID-19, Public Health England (PHE) will be informed. At this point the college will follow instructions given by PHE.

Always follow the latest government guidance as set out on the **gov.uk** website,

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Testing for COVID-19 is now available:

- For yourself, if you have coronavirus symptoms now (a high temperature, a new, continuous cough, or a loss or change to your sense of smell or taste)
- For someone you live with, if they have coronavirus symptoms

If you suspect you have Coronavirus symptoms order a test immediately at **www.nhs.uk/coronavirus** or call **119** if you have no internet access.

You will be required to provide a copy of the message containing the test result.

15. Safeguarding

The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults. Incidents and concerns must be reported to the Safeguarding Team, so if there is something bothering you at home or at College or you are worried about a fellow student you can

contact the Safeguarding Team 24 hours a day on 07773 312617 or alternatively you can email them in confidence on bsafe@askham-bryan.ac.uk .

Hopefully this guide will provide you with some more detail around what college/university will look like come September.

We will also be regularly updating our Covid-19 pages on our website at:

[Covid-19 Important Updates | Askham Bryan College \(askham-bryan.ac.uk\)](#)

16. Contacting us

If you have any questions or concerns between now coming back to college please make contact with your Course Manager