TLA Protocol

16-19 FT groups can "bubble". 19+ students in these FT groups can be part of the "bubble".
All other 19+ student groups must maintain 2m social distancing

This guidance is for any staff working with students in the classroom/workshop including tutors, LSAs, CSW, LCs. It should be read alongside the "Classroom and Workshop" protocol and provides more detailed guidance relating to delivering TLA.

LSAs and CSWs should also refer to 'Additional Guidance for LSAs and CSWs' provided by the Head of ALS.

Minimising contacts and maintaining social distance

- All students should be encouraged to maintain social distancing as much as is possible - you should adapt your delivery/support to support this wherever possible
- Staff must maintain 2m distance from all students and each other and should stay within the 2m tutor safety zone wherever possible.
- Additional controls should be in place if staff need to be temporarily within 2m of a student: wearing a mask is mandatory unless staff are exempt. Where this seriously impedes communication then a visor should be worn - all LSAs and CSWs will be issued with their own visor.
- The time spent by any adult within 2 metres of a colleague or student is 15 minutes and 1 metre is 1minute **even when wearing a mask or visor, or both**. Keep it to an absolute minimum. Any longer than this and you would be classed as a close contact and would result in you being required to self isolate if the other person tested positive for Covid-19.
- Where a member of staff needs to touch a piece of equipment being used by a student, for example to demonstrate the correct use, they must clean their hands and equipment before and after use. Any such interactions should only be where absolutely necessary
- If a student or another member of staff encroach within your 2m "dance space" you should politely ask them to step back - maintaining your distance from each other protects everyone and models safe practice to your learners.

Cleaning on entering and leaving the classroom

Every classroom will be equipped with a stock of cleaning wipes which will be replenished during the day by caretaking / cleaning staff. Students should also be encouraged to bring supplies of their own.
- Staff must keep their classroom doors open during the session to minimise contact with door handles and maximise air flow.
- Staff must wipe any equipment they are planning to use in the session - ie desk, PC, keyboard, mouse, remote for whiteboard.

- Staff should use one of the following two methods for admitting students into the classroom:
  - Students enter the classroom one at a time and are seated from the back to the front.
  - Staff allocate desks using a seating plan - this same plan must be used in every session.
- Upon entry students must wipe down their desks (PCS or equipment as required), remove their masks (discard/store), and must wipe their hands
- Before leaving the classroom, students must wipe their hands and must put on their masks and throw wipes/disposable masks as they exit the room into the bins provided

Welfare checks for students
- Staff must begin each session with a welfare check for students to ensure they are clear from COVID-19 symptoms and know what to do if they feel unwell (call a first aider). Staff must also check that no learners are awaiting results of Covid tests or have been asked to self isolate.

Breaks / toilet visit
- Students must put on their masks and wipe their hands each time they leave and return to the classroom.

Resources
- Photocopying can be delivered to your post tray, desk or classroom by request.
- Caretakers will ensure contactless delivery of photocopying.
- Staff members must clean their hands before handling photocopying
- In order to maintain social distancing from students when handing out resources or worksheets, consider:
  - Putting worksheets onto desks before letting students into the room
  - Packaging a few weeks' worth of resources into a workbook or pack to distribute and use over a few weeks.
  Always wipe your hands before handing out worksheets
- Staff who want their students to have folders (cardboard folders are recommended) for their work that are kept in College should keep these in a cardboard box in the teaching room and place these on tables before students come into the room. Students should be asked to put their own folders back in the box as they leave the classroom and tutors should leave these for at least 24 hours before handling cardboard folders or up to 72 hours for plastic folders.
  Always wipe your hands before handing out folders.
- Students must not share resources or stationery: students will be asked to bring in a basic College kit which includes basic stationery, hand wipes or hand sanitiser. Tutors should add to the kit list with course specific equipment during induction. If a student forgets their kit, tutors may wish to provide basic equipment such as a pen or paper which should be retained by the student. Students who are unable to provide a kit list should not be disadvantaged - resources should be allocated to them for their personal use each session

- Where practical resources are used in the classroom these must be thoroughly cleaned before and after use and not shared between students.
- The use of mobile phones is discouraged in the classroom other than for legitimate learning activities, in which case they should not be shared between students and students must wipe their phone and hands before and after use.
- Learners can place worksheets etc in a marking box as they leave the session. Avoid touching these for a minimum 24 hours after submission (paper), 72 hours for plastic and metal.

TLA strategies
- You must adapt your planning to enable students to engage in learning whilst maintaining as much distance as possible from each other.
- Plan to deliver your session from the front of the class but be aware of relying too heavily on lecture: plan a variety of activities that engage learners whilst allowing you to stay within the teacher zone.
- Plan how you will check on learning at the start, during and end of your session from the front of the class: this might include the use of technology such as Kahoot, Quizlet, Padlet, Nearpod etc, or a variety of questioning techniques, the use of mini white boards or yes/no, a/b/c/d response cards for students so they can hold these up to show their understanding.
- Consider the most effective ways of giving feedback. Where appropriate, maximise opportunities to develop students' independent study skills through the use of (non contact) peer and self assessment. Students should submit work electronically for feedback wherever possible. Detailed marking by the tutor should be reserved for more significant pieces of work: learners can place worksheets etc in a marking box as they leave the session. Avoid touching these for a minimum 24 hours after submission (paper), 72 hours for plastic and metal.