



CTSN SCITT Covid-19 Contingency Plan

November 2020

Issue/Risk	Target Contingency	Plan	Considerations	Timeframe	Stakeholders
Course Checks not complete	Documents verified by September	<ul style="list-style-type: none"> • DBS checks carried out remotely. • Papers observed remotely during online interviews must be checked on induction days. • Numeracy and literacy tests not taken during face-to-face interviews need to be taken. 	Increased admin time on Induction Days. Increased admin time to mark and upload documents and tests.	1 st October 2020	Admin team
GCSE Equivalency and qualifications not complete	All qualifications and original documents need to be seen before 1.9.20	<ul style="list-style-type: none"> • Admin team to contact trainees to locate outstanding documents. • From the end of May 2020 Equivalency Testing and Birmingham City University will be offering virtual examinations after this revert to using equivalencytesting.com • Contact HEIs directly if no degree qualification evidence 	Document check period extended to November 2020 by DfE	30 th November 2020	Admin team
Mentor Training not completed for all	All mentors and Professional mentors trained for new year			September 2020	Hub Leads
Induction Days cannot be held as usual	To ensure smooth and purposeful start to the course	<ul style="list-style-type: none"> • Online delivery 	Potential for some trainees to miss sessions. Need to make sure documentation around safeguarding and Prevent checks is available.	1 st September 2020	Hub Leads



School observations not possible	All trainees to be observed to inform development	<ul style="list-style-type: none"> • Draft CTSN visits policy and share with schools. • All proposed visits must go through headteacher/professional tutor • Visiting staff must follow individual school guidelines • Visiting staff should complete CTSN Covid-19 Risk Assessment form before any visit. 	<p>Trainees must not be pressured into arranging observation visits when their school does not permit them.</p> <p>TCP staff must not visit unless they have completed the risk assessment and are comfortable with the visit protocol.</p>	December 2020	Professional Tutors Senior Tutors
Trainee/family member tests positive for Covid-19.	Continuity of the programme	<ul style="list-style-type: none"> • Trainees have keyworker status and should be treated as teachers by placement schools. • Trainees must follow placement school guidelines for isolation period. • Trainees may continue to work from home on but may not be able to do this depending on circumstances/symptoms. • Senior Tutors to arrange online catch-up meetings to keep in touch. 	Trainees must be supported through any period of absence.	June 2021	Trainees
Senior Tutors tests positive for Covid-19	Continuity of support	<ul style="list-style-type: none"> • Senior Tutors must follow isolation guidelines for positive tests in their household. • Meetings can be attended online. • Catch up meetings with trainees/mentors can be attended online. • If Senior Tutors not able to do the above, we have some capacity to cover within the team. 	Senior Tutors must follow PHE guidelines and CTSN must ensure continuity of training for all trainees.	Ongoing	Senior Tutors
School Closure	Programme must continue	<ul style="list-style-type: none"> • Large scale school closure will result in online teaching. • Online units (TES and Anspear) purchased to allow trainees to continue with reading. • Core training and subject days to be online. 	Await DfE guidance on the award of QTS	Ongoing	Senior Leadership Team