



**Covid Pandemic Policy and Procedures 2020-2021
Incorporating Local Lockdown Plans and the Regional Tier System (Dec 2020 Onwards)**

MISSION STATEMENT

Central Training is an innovative and high quality-learning provider, committed to the continued improvements of learner and employee skills. We aim to:

- Provide learners with the best possible level of teaching, assessment, information, advice and guidance to enable them to progress well and achieve their learning goals through strong leadership and management.
- Ensure that all learners and employees improve their English and Maths through rigorous training and curriculum development.
- To review the service that we provide to our learners and employers by continually encouraging an open and self-critical environment.
- Encourage creativity and innovation from staff.
- Promote lifelong learning with learners, staff and employers.

OUR VISION

We aim to be recognised as one of the leading Learning Providers in the UK for youth and adult education programmes by delivering an 'Outstanding' service to our learners and employers and striving to continually improve our learners' progress and successes.

'BREAK THE BARRIERS – LIVE THE DREAM'

OUR VALUES

Team Work

Support, listen and respect one another, whilst working together towards achieving company objectives and by making Central a fun and enjoyable place to work.

Safeguarding

Ensure that the health, safety and well-being of our learners and staff is at the heart of the company.

British Values

Rigorously promote and encourage learner and staff awareness of British Values, avoiding radicalisation of any kind and ensure an in-depth awareness of their rights relating to Equality and Opportunity.

Customer Satisfaction

Uphold the highest integrity with openness and honesty at all times, by doing what we say we will, without compromising on quality whilst meeting customers' needs.

Business Success

Employees that use initiative take ownership for the company, its customers and colleagues, have the passion, and drive to achieve effective results.

Personal Development

We value learning and take responsibility to gain the required development in meeting our learners' needs. Therefore, personal development, feedback, coaching and mentoring are core principles at Central.

Policy Statement

A pandemic is where the number of infections of some disease exceeds expectations and the disease is widely distributed. The main pandemics in recent years have been caused by varieties of Covid-19; for that reason, 'Covid' is used in this policy to represent any pandemic disease.

In the event that an increased infection (R Rate) alert being declared by HM Government then this will trigger Central Training Group and its Partners to adjust training for learners.

Should this occur, the Managing Director will take advice and implement Central's Covid Pandemic Plan.

Readiness for Lockdown

The following preparations are in place for the implementation of the Pandemic Lockdown Plan:

- Central have ensured that all learner next of kin details are on the management system.
- All learner inductions include the Covid-19 prevention processes and information on remote learning.
- All learners are required to confirm the IT facilities in their home.
- All learners are required to submit their email address and join tutor group WhatsApp groups
- All staff will be informed by telephone or emails in the event of a lockdown situation.
- All learners and their employers will be informed by telephone or email in the event of a lockdown situation.

When Central has been advised that the threat of infection has receded then staff and learners will be advised so that they can return to the premises following the above control processes.

Full Nationwide Lockdown

1. All learning sessions and visits to employers will be cancelled;
2. All learners will be sent home and informed that Centre centres are closed;
3. All communal areas and offices will be closed;
4. Any learners or staff who are feeling unwell will be advised to arrange a Covid test;
5. Staff will be advised to work from home. In addition, some staff will have caring duties, of children or other relatives, which may prevent them from working their normal working hours, especially if schools close.
6. Cleaning staff, wearing appropriate PPE, will concentrate on removing rubbish (e.g. used tissues) and on cleaning the training areas, bathrooms and kitchen, especially hard surfaces, door handles and door edges, which will be major sources of contamination. Appropriate training will be given and personal protective equipment must be worn and used.
7. The Internet will be used to communicate with staff, learners and employers to ascertain if there are any Covid cases connected to Central to enable decisions to be made regarding contacting PHE.

National Restrictions (Plans if re-introduced)

1. All learning sessions will continue in CTG Centres but visits to employers will be cancelled;
2. Learners will be informed that they should continue to attend college or be assigned a college centre to attend if they are trained within a salon environment;
3. All communal areas and offices will remain open and everyone will follow sanitisation procedures;
4. Any learners or staff who are feeling unwell will be advised to leave the premises and arrange to have a Covid test immediately;
5. Staff will continue to work in the CTG centres unless they are Clinically Extremely Vulnerable.
6. Cleaning staff, wearing appropriate PPE, will concentrate on removing rubbish (e.g. used tissues) and on cleaning the training areas, bathrooms and kitchens, especially hard surfaces, door handles and door edges, which will be major sources of contamination. Appropriate training will be given and personal protective equipment must be worn and used.
7. The Internet will be used to communicate with staff, learners and employers to ascertain if there are any Covid cases connected to Central to enable decisions to be made regarding contacting PHE/DfE for guidance.

Regional Tiers

The tier system was reviewed in November, and from December 2nd onwards in all three tiers, Medium Alert, High Alert and Very High Alert 'everyone should attend school or college as normal, unless they are self-isolating. Schools, universities, colleges and early year's settings remain open in all tiers' <https://www.gov.uk/guidance/local-restriction-tiers-what-you-need-to-know#medium-alert>

At Central, further plans may include:

Tier 1: All learners attend as normal with social distancing capabilities.

Tier 2 & 3: Based on Learner numbers within CTG centres, the majority of Learners will attend as normal. If there are too many learners within each centre then there will be a move to a rota system; for example, half of the learners attending the training centre in the morning and half in the afternoon, with remote delivery in the opposite morning/afternoon.

Single Point of Contact

The Director of Compliance and Safeguarding is Central Training Group's Single Point of Contact (SPOC). The SPOC is supported by the Board of Directors and the Learner Mentoring Team. The SPOC will engage with the track and trace process.

The SPOC and supporting team's role is to support both learners and employers by:

- Preventing any cases of Covid-19 by advising the Board of Directors and Apprenticeship Employers on control measures for Central and employer work places
- Reporting any confirmed case of Covid within Central to PHE and seek guidance from DfE.
- The SPOC and team can be contacted on 0800 783 2901 or sueirons@centraltraininggroup.com.

Risk Assessments

Central have in place full comprehensive Covid-19 Risk Assessments for staff, learners and clients. All risk assessments have been issued to staff, learners and clients and are available to reference on the Central intranet. Risk assessments are updated at least monthly or in the event of changes implemented by Government.

System of Controls Procedures

At Central there are strict procedures for entering the training centres.

1. Staff, learners and clients must firstly queue at 2m intervals outside of the centre before being asked to enter.
2. On entering a centre the member of staff, learner or client must sanitise or wash their hands, and wear a mask.
3. Staff, learners and clients must confirm that they are not experiencing any Covid-19 symptoms each time they attend.
4. Clients are required to complete a track and trace document that is retained for 21 days.
5. Staff, learners and clients are prompted to wash their hands more thoroughly than usual for at least 20 seconds.
6. Good Respiratory hygiene is promoted by posters and tutors to 'catch it, bin it, kill it'.
7. Central have implemented enhanced cleaning regimes throughout all centres.
8. Throughout Central, contact between individuals has been minimised and social distancing is maintained at 2m.
9. All staff, learners and clients wear PPE in line with Government advice for each vocational industry.

Additional Information can be found at:

https://www.gov.uk/coronavirus?gclid=CjwKCAjwqML6BRAHEiwAdquMnZbxP8YmLXEndeNfUVWVteKYDVw-plgye6fcyW98AUQ1Zu_kcO0K-BoCH4cQAvD_BwE

<https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/close-contact-services>

https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/?gclid=CjwKCAjwqML6BRAHEiwAdquMnRgQkfjwLX73kkgydRtN14sYZFtbCmlMao9SiSRpqLhuv5Xp0vErphoCY4oQAvD_BwE

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term>

Related Documents:

Staff Risk Assessments

Learner Risk Assessments

Client Risk Assessments

Return to work procedures

Return to college procedures