



Working safely during the Coronavirus (COVID-19) pandemic

In response to the COVID-19 we, like every employer, have created practical considerations, measures and guidelines for our employees to follow so that they are able to work safely during the COVID-19 pandemic. These have been created in line with government suggestions and not only with our staff in mind, but also the young people and other members of school staff that we work with. We hope that it gives you the confidence that our mentoring programme can be introduced early in the upcoming academic year.

- **Risk assessment** - Before we begin working in the schools we will first carry out a risk assessment. This will directly examine the risks associated with coronavirus transmission in each specific setting, so we can tailor our response to it and ensure measures are put in place to control for those risks for our staff and the young people. For this we will work alongside staff at the school, who are more familiar with the layout of the school, to assess and manage risks to ensure safe practice.
- **Personal Protective Equipment (PPE)** - All of our staff will be provided with government recommended provisions, such as face masks and gloves. Depending on the size of the room, we will also consider the need for a screen or barrier to separate the mentor from the mentee.
- **Hygiene** - We will provide our staff with hand sanitizer so they can wash their hands thoroughly after each encounter with a young person. They will also be given the products to frequently clean and disinfect objects and surfaces that are touched regularly.
- **Social Distancing** - Our staff will follow, where possible, Public Health England guidelines on social distancing and maintain a 2 metre distance from others, including on the journey to and from the school. They will also use floor tape in the meeting room to mark this distance and to ensure that it is maintained.
- **Prevention** - Mentors will not attend work or the school they are mentoring in if they show any symptoms of COVID-19, such as a fever, long-lasting cough, loss of taste or smell, or difficulty breathing. This also stands if one of the members of their household displays symptoms of COVID-19. If either of these scenarios occur, they will instead self-isolate for two weeks at home, after which they will have an additional week long break before returning to the school.
- **Greetings** - Employees will not be allowed to greet with physical contact (such as handshakes or hugs) while interacting with colleagues or the young people they are working with.
- **Virtual meetings** - We will also ensure our employees are equipped to shift in-person meetings to virtual meetings if they are necessary to ensure safe practice. Our staff will complete this in our office, and all of these conversations will be recorded for safeguarding purposes.