

COVID-19 POLICY

Background

As part of the UK Government's on-going COVID-19 [recovery strategy](#), Beacon East recognises and fully adheres to the latest government guidelines relating to COVID-19 and visiting/working in educational settings. Beacon East associates or members of staff will ensure they fully adhere to and work in accordance with, government guidelines on COVID-19. Beacon East has maintained its capacity to support schools and other educational settings by understanding the risk control measures outlined in this policy and adhering to latest government guidelines. East's guidance has been informed by government guidance, department for education policy, the CDI (Career Development Institute) and wider sector networks. While the government has not provided any guidance specific to careers guidance practitioners, they have published a large number of papers on working safely during coronavirus. Many of these are listed at end of this policy.

Beacon East associates and members of staff will ensure they fully understand the latest government guidelines issued on COVID-19. It is important to note that the guidance changes rapidly and it is important that associates and staff check regularly with the government website - <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>, national and local public health authorities, your employer and schools and colleges. It is equally important to have read and fully understood the policy for COVID-19 for the educational institution(s) they work within.

Educational Setting

The educational setting has a responsibility to ensure the safety of all staff, visitors and students on site through:

- performing a thorough risk assessment in line with HSE guidelines;
- developing cleaning, handwashing and hygiene procedures (e.g. frequent sanitising of relevant surfaces/resources, availability of hand sanitiser)
- putting measures in place to promote social distancing (e.g. signage, floor markers);
- manage transmission risk (e.g. through staggering the school day, regularly cleaning surfaces, promoting good ventilation, avoiding sharing resources such as stationary)
- remote working if appropriate (e.g. a blend of remote and onsite appointments, video conferencing for some activities). Beacon East associates and members of staff recognise that requests for remote support rather than onsite one-to-one support when working with an educational setting may be appropriate.

Where appropriate and in line with guidelines and policies, associates and members of staff visiting a setting will ensure they wear the appropriate PPE (Personal Protective Equipment), follow hygiene procedures and follow social distancing rules in line with current government guidelines.

The principal risk control measure continues to be the prevention of infection by minimising contact with individuals who are unwell. Followed by the further measures outlined below.

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This safer system of work applies to all Beacon East associates and members of staff. The safety of all Beacon East associates and staff, school staff and students is of the highest importance. Accordingly, all Beacon-East associates and members of staff will:

- **Minimise contact with individuals who are unwell:**
Individuals with COVID-19 symptoms themselves, or within their household, must not attend the educational setting(s).
- **Follow hand hygiene guidelines:**
All individuals are encouraged to increase their own level of personal protection, for example, increased hand washing should take place in work settings. Individuals should always wash their hands on arrival and after a visit has completed in accordance with handwashing guidelines provided in [NHS guidance](#). The use of hand sanitisers is recommended where hand washing is not possible. Individuals should not shake hands with colleagues or staff and should use their own pen and stationary.
- **Follow respiratory hygiene guidelines:**
Individuals should maximise ventilation when indoors. Tissues should be used following respiratory hygiene [Catch it, Kill it, Bin it](#) requirements and should be disposed of safely. Reusable face coverings should be washed regularly. Individuals should avoid touching their face or face covering.
- **Remain aware of avoiding touched surfaces:**
Care should be taken to avoid touching surfaces in public areas where it is possible and safe to do so e.g. vending machines. Where there are safety concerns individuals should use hand sanitiser after touching a surface.
- **Minimise contact and mixing:**
Where possible, individuals should move without delay through the setting and they should try and avoid peak movement times e.g. lunch break or end of school day. Social distancing requirements should be maintained and communal mixing areas e.g. staff rooms or student dining areas should be avoided, where possible.
- **Maintain social distancing:**
Social distancing guidelines should be adhered to both in communal areas e.g. corridors and within an enclosed workspace. In partnership with the school, seating and tables should be planned/arranged to allow for appropriate distance between people.
- **Adhere to COVID 19 risk control measures:**
Face coverings should be worn in communal areas unless exempt. They may also be worn where there are specific safety concerns e.g. if social distancing becomes less possible. The Health and Safety Executive has issued [guidance on face coverings and masks](#) which explains the difference between the two. See the [government guidance on face coverings](#) for the latest information and advice. Contact details should be available to the setting so that Beacon East staff and associates may be contacted if necessary to inform of a COVID-19 risk.

- **Travel safely to and from an educational setting:**

Individuals should not share a car with anyone outside of their own household. Where possible, public transport should be avoided for travel. Where this is not possible, face coverings should be worn unless exempt. If possible, peak times should be avoided.

Visits to the school site(s) and work in school(s) should be by fully approved by the school(s). Beacon East associates and staff will ensure that:

- No-one attends any school site(s) if they, or anyone in their household (bubble), have symptoms of COVID-19 outlined below or is seeking/waiting for a COVID-19 test result. The member of Beacon East staff or associate must also inform Mark Bruhin at Beacon East and the school settings immediately.
 - a high temperature
 - a new continuous cough
 - a loss of, or change in, your normal sense of taste or smell

N.B No-one attends the school site if they, or anyone in the household, has symptoms of COVID-19; that is recent onset of any of the following:

- When legitimately on-site of any setting, Beacon East associates or staff:
 - adopt hand and respiratory hygiene measures
 - follows the recommended measures to minimise contact and mixing
 - supports enhanced cleaning regimes
 - maintain social distancing (in accordance with the latest government guidance) where at all possible

Every Beacon East associate or staff member:

- Should strictly follow the self-/household isolation guidance where any household member exhibits COVID-19 symptoms or tests positive for COVID-19. <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
- If an associate or member of staff is unsure or unhappy with the school's policy on COVID-19 or feels the institution is not following government guidelines or making it difficult for the associate or member of staff to follow guidelines, they will inform Mark Bruhin at Beacon East as soon as possible.
- All Beacon East associates or members of staff working at an onsite educational setting e.g. within a school or college, will ensure that they inform that institution of any other educational settings they work in for track and trace purposes. If informed of an outbreak, Beacon East will contact relevant settings for track and trace purposes. It is important that in each
- Educational setting that an associate or staff member works in, there are records of students that have been seen face to face in order to facilitate track and trace strictly in line with GPDR guidelines. See government guidelines on [keeping records in accordance with GPDR](#) for the latest updates.

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- If there is an outbreak of COVID-19 at an educational setting, the affected Beacon East associate or member of staff will cease attending the setting experiencing the outbreak with immediate effect. They will also inform the other settings they work in about this outbreak and will cease attending those other educational settings for the period of time set in current quarantine guidelines. They will not return to any school setting until all parties are content the situation has passed and it is safe to do so.

CDI Code of Ethics

Beacon East is a member of the CDI. It is worth remembering that CDI members work to a strong Code of Ethics, which includes a Duty of Care to clients, colleagues, organisations and self.

Members have a duty of care and are expected always to act in the best interests of their clients.

Members must develop and maintain professional and supportive working relationships with colleagues both inside and external to their own organisation and respect the contributions of other career development professionals to the activities and services on offer.

Members must fulfil their obligations and duties to their employer (where applicable), except where to do so would compromise the best interests of clients.

Members have a duty of care to themselves, both in terms of their personal integrity, personal safety and their capacity to practise in order to provide an effective service to clients.

CDI summary of areas to consider

- the client's need and safety
- your needs and safety, including creating your own 'sanitising kit' (facemasks; hand sanitiser; antibacterial wipes; disposable gloves; plastic bags)
- the context of the service
- whether other options are possible and the ethical and practical risks of any decision
- the known risk factors of age and any pre-existing health conditions for both yourself and your client
- advice on social distancing, cleaning surfaces and tools and face coverings
- two room solutions and online personal guidance interviews
- personal guidance interview contracting – what you will say about the current situation, disclosure in the event of contact tracing and how you will be operating
- clients with particular needs who may not be able to engage using online platforms
- whether your clients could be putting themselves at risk during the journey to and from your location/premises
- business contracting – whether contracts need to be reviewed and new contingency clauses added.

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If there are any questions regarding this policy please contact:

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Additional useful links

HM Government: Keeping workers and clients safe during Covid-19 in close contact services

<https://assets.publishing.service.gov.uk/media/5ef2889986650c12970e9b57/working-safely-during-covid-19-close-contact-200813.pdf>

Members will be returning to face to face working at different stages depending on your concerns, risk assessments, organisational policy, region and context or setting. In summary, we recommend you consider the following factors:

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

HSE: Managing risk and risk assessment at work - <https://www.hse.gov.uk/simple-health-safety/risk/index.htm>

Sample health triage tool, which can be adapted (Public Health England, COVID-19: Guidance for the remobilisation of services within health and care settings Infection prevention and control recommendations) - Page 43 Appendix 1.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/910885/COVID-19_Infection_prevention_and_control_guidance_FINAL_PDF_20082020.pdf

British Institute of Counselling and Psychotherapy - <https://www.bacp.co.uk/news/news-from-bacp/coronavirus/faqs-about-coronavirus/>

CIPD - <https://www.cipd.co.uk/search?q=coronavirus+managing>

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