

Site Operating Procedures for reopening The Academy Scarborough and Norton during COVID 19

Updated 7.9.21. The Academy will work in line with latest government updates on Covid 19.

Our priority is to deliver face-to-face, high-quality education and training to all apprentices and students and to work within the guidelines of Government Covid policy. Throughout the pandemic we have continued to focus on educational attainment, positive life chances, mental and physical health.

We will continue to implement good hygiene practices as well as the specific health and safety requirements of our industry.

The Academy is a relatively small teaching community on non-domestic premises with attendance being tracked twice a day.

Our small teaching groups greatly assist our ability to create physical distance between groups and individual students and apprentices. The maximum class/group size is 12 and each group has one allocated member of staff.

Where apprentices/students and trainees are attending work or a work placement they will follow the site operating procedures and guidance set out on site.

If you have any concerns or questions please contact Lindsay Burr MBE, Managing Director of The Academy and Safeguarding Lead on 07979748366 or email lindsay@academyhairandbeauty.com

Focus	Area of consideration	Recommendations
Students/ Apprentices	Attendance and arrival	<p>Only those who are symptom free or have completed the required isolation period should attend the site. Attendance policy and procedure will still be in operation – if a student/apprentices is 15 minutes late a phone call will be made to the person or their emergency contact.</p> <p>On arrival each person on site will have temperature checked and sanitise hands.</p> <p>Clients or visitors must sign in and out at Reception.</p> <p>Lateral Flow testing and result logging is strongly encouraged before attending site. Staff test twice a week, with students and apprentices testing before arrival/at least once a week. At induction all groups will be allocated a testing kit, told how to test and how to log it on the government reporting portal. Testing kits will be allocated on demand. Results from lateral flow tests are also logged on arrival at The Academy reception.</p>

		<p>Apprentices, staff, employers and students must follow government guidance on Covid testing and isolation. Following a positive Covid test or being identified as a close contact you must follow the guidance of the NHS Test and Trace App/team.</p> <p>Apprentices, staff and students must notify The Academy with isolation dates.</p> <p>Intervention days and one to one sessions will continue for those that need these sessions. The Summer School has been reviewed as very successful for all apprentices and traineeship students.</p>
	<p>Physical distancing/ grouping</p>	<p>Students/Apprentices are usually organised into small groups or rooms within The Academy. Wherever possible these small groups will not mix during the day. The student social area will reopen to students/apprentices during allocated lunch breaks.</p> <p>Care routines including provision of short breaks/toilets and handwashing should be within the space allocated to each small group wherever possible.</p> <p>Face covering will be encouraged when groups are moving through communal internal spaces</p> <p>Protective screens will be in use in entrance/reception and exit spaces and if a que forms on reception outside space must be used.</p> <p>Distancing of workstations/couches should be facilitated wherever possible.</p>
	<p>Wellbeing and education</p>	<p>Training in the hairdressing, beauty, nails services and barbering industry often involves close personal contact however, teaching and training practices have been adapted to minimise close personal contact and students/apprentices will practice and develop skills on training heads and other devices. When working on each other or clients using face coverings is still highly encouraged.</p> <p>Students/Apprentices should be supported to understand the changes and challenges they may be encountering because of Covid-19 and staff need to ensure they are aware of their need for support at this time. Staff will be briefed on apprentices and students who may need additional support and Safeguarding Office will be in the building on each day.</p> <p>The Academy recognises that the pandemic has had a massive impact on the mental health of many people, the social area will be left open in mornings and afternoons should a student, staff member or apprentice</p>

		<p>need to take time out or discuss their feelings with a safeguarding officer. Staff and safeguarding officers will always work with apprentices, staff and students to provide safe and clean areas for prayer and reflection.</p> <p>Students/Apprentices should be supported (in age appropriate ways) to understand the steps they can take to keep themselves safe including regular use of hand washing/hygiene rooms and bringing their own snacks/lunch if this is necessary in a wipe clean container/disposable packaging.</p> <p>Refillable bottles can be filled with water in the social area and there is a sink with hot water and basic cleaning materials.</p> <p>Students/Apprentices should be supported to understand the changes and challenges they may be encountering because of Covid-19 and staff need to ensure they are aware of their need for emotional support at this time. A Safeguarding Office will be in the building on each day.</p>
Workforce Staff and Tutors	Attendance	<p>Staff should only attend The Academy if they are symptom free, have completed the required isolation period or achieved a negative test result.</p> <p>Staff returning will be given a return to work phone interview where their own health will be discussed as part of the conversation.</p> <p>Consideration will be given to limiting the number of staff in The Academy at any one time to only those required to teach/supervise on any given day.</p> <p>Staff must follow the guidance of the NHS Test and Trace team and adhere to isolation advice.</p>
	Physical distancing/ grouping	<p>Wherever possible staff should remain with the same small group of students/apprentices who they are allocated to and not make use of any other 'hygiene points' apart from that allocated to their group. Adequate space will be provided for changing clothing if required.</p> <p>Where possible, meetings and training sessions should be conducted through virtual conferencing</p>
Workforce	Training	<p>All staff members must receive appropriate instruction and training in infection control, for example Barbicide COVID 19 online course, and the standard operating procedure and risk assessments within which they will be operating. These will be discussed at team and standardisation meetings and displayed on the website.</p>
Parents Students/ Apprentices	Physical distancing	<p>Only parents/family members who are symptom free and or have completed the required isolation periods will be able to drop off or collect/meet their child however we anticipate many will drop off/pick up/meet close to the building but not need to enter.</p>

		<p>If parents and/or students and apprentices are waiting to enter The Academy, physical distancing should be maintained in a safe area and not on the road. A member of staff will be at the entrance to answer questions and supervise. Queues will be socially distanced and away from the main direction of entry / exit and will be a one-way system.</p> <p>Parents may be permitted to enter for the purpose of a pre-arranged meeting with a member of staff. Measures to minimise contact between the parents and other students/apprentices and staff members will be implemented and conveyed to the parent.</p>
	Communications	Parents should receive clear communication regarding the role they play in the safe operating procedure and all measures being taken to ensure the safety of all at The Academy.
Visitors/ clients	Visitors/clients	Attendance to The Academy should be restricted to expected/appointment only clients, students/apprentices and staff as far as practically possible. All must sign in at reception.
Travel	Travel associated with setting operations	<p>Wherever possible and safe staff and students/apprentices should walk/cycle or travel to The Academy alone, using their own transport. However, we anticipate that many students/apprentices may travel to and from The Academy with parents/household members who have a vehicle. There is not a parking facility at The Academy so safe drop/off and pick up may take place where safe in surrounding streets or car parks.</p> <p>If public transport is necessary, current guidance on the use of public transport must be followed. Trips from The Academy will be restricted</p>
Hygiene and Health & Safety	Hand Washing	<p>All students/apprentices and staff must wash/sanitize their hands upon arrival.</p> <p>Students/apprentices and staff members should be encouraged to wash their hands frequently in the allocated 'hygiene point' on the allocated floor.</p>
	Cleaning	<p>An enhanced cleaning schedule must be implemented that includes furniture, surfaces, towels and equipment. Combs and other treatment equipment will be sanitised and/or sterilised as required.</p> <p>Busy area, touch points, toilets and hand washing facilities must be cleaned and sanitised throughout the day as will any equipment used including keyboards and tablets.</p>
	Waste disposal	<p>All waste must be disposed of in a hygienic and safe manner.</p> <p>Tissues must be disposed of immediately.</p>
	Laundry	All items within the setting requiring laundering must be washed in line with NHS laundry guidelines. All will wear appropriate uniform which will be washed regularly.

		Items such as towels, flannels and couch covers must not be shared. Shoes will be removed if a student/apprentice gets onto a treatment couch. Couch roll will be applied, used and disposed of after each person as normal procedure.
	Risk assessment	All activity should be risk assessed and due consideration given to any adaptations to usual practice. It is expected that would include, but not be limited, to the suspension of learning experiences involving materials which are not easily washable such as malleable materials and the suspension of the sharing equipment.
	PPE	PPE should continue to be worn in line with government guidance and as normal for some practices within the hairdressing, barbering, nails and beauty industry and the administration of first aid.
Premises	Ventilation and cleaning	Keep windows open in teaching rooms where possible to ensure ventilation. Windows will also be open in corridors and social areas. Where safe the front door will be open to increase air flow. Cleaning will take place in the building as is routine and stepped up where necessary. Hand sanitisers are allocated in each room or each level.
	Resources	All uniform/resources required for learning experiences should be regularly washed and/or sterilised. Equipment used by staff such as stationary, tablets etc. should be allocated to individual staff members where possible and cleaned regularly. Students/apprentices will be allocated their own desk and/or workstation and use that each day they attend. This will be cleaned after each use.
Supplies	Procurement & monitoring	The Academy should ensure an adequate supply of essential supplies and contingency plans are in place to minimise the impact of any shortages of supplies. The setting will not be able to operate without essential supplies required for ensuring infection control. A monitoring system for the usage of PPE is essential to ensure that a supply of stock is available to all who require it as and when required to meet the operational needs of the setting. Other options may be considered, such as the use of washable tabards and face masks. These items will be washed at a high temperature and separate to any other washing.
Responding to a suspected case		If we need to take a temperature of a pupil or staff member, we will use the 'no touch' thermometers on site. If a student/s/apprentices develops suspected coronavirus symptoms whilst attending the setting, they should be collected/leave safely as soon as possible and isolate at home in line with the NHS guidance. Whilst waiting for the student/apprentices to be collected they should be isolated from others in a previously identified room or area. If possible, a window should be opened for ventilation. The 'office' has been

		<p>identified as the potential isolation area.</p> <ul style="list-style-type: none"> • The staff member responsible for the student/apprentices during this time should be a staff member from their small group. The manager may consider suitable PPE for this staff member. • The area should be thoroughly cleaned, immediately if the area cannot be left unvisited, and if the area can be left unvisited then cleaned after 72 hours • The person responsible for cleaning the area should wear appropriate PPE • In the event of a staff member developing suspected coronavirus symptoms whilst working they should return home immediately and isolate at home in line with the NHS guidance. The staff member should undergo testing and self-isolate for 14 days if they receive a positive test. <p>• The manager to notify all parents/students/apprentices by text of any suspected cases. Should there be a confirmed case The Academy may need to close in line with government guidance.</p> <p>The NHS Test and Trace system will be adhered to.</p>
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These guidelines are based on Public Health England and Department for Education guidance for educational settings and their key workers together with industry specific guidelines and will be updated/reviewed regularly.