

Supporting School Safety

Be Safe. Be Great.

Overview

Safety is of the utmost priority to us here at Simply Education. It is vital that we have the correct procedures implemented in order to protect our candidates and schools from exposure to coronavirus and mitigate risk wherever possible.

Exposure Procedure

Based on recent government guidelines, we have developed a process which must be adhered to if you -

A) begin to exhibit coronavirus symptoms

B) have been exposed to the coronavirus

In the unfortunate event that either of these situations happen to you, please inform your consultant straight away. Our process is then as follows:

- Your booking will be placed on hold and our consultants will discuss the best course of action with the school
- Your file will go through the 'offline' procedure which stops you from being assigned to any further bookings
- In line with government guidelines, your file will remain offline for at least 10 to 14 days, depending on the specific situation
- If you present symptoms while you are on a booking, you must inform the school and your consultant and leave the school immediately. You should then get a test and follow the government guidelines dependent on the outcome of the results

Returning After Coronavirus

As mentioned previously, you cannot work for Simply Education for at least 10 to 14 days from the date of your coronavirus disclosure. You must then confirm, in writing, that -

A) You are no longer exhibiting symptoms (if you were displaying)

B) You have not experienced any symptoms (if you were self-isolating due to exposure)

C) No one in your household or support bubble has coronavirus symptoms

D) You can provide a negative test result

Once written confirmation is received, your file status will be changed back to 'online' by an appropriate member of the compliance team. You can then be considered for future bookings.

Individual School Procedures

Certain schools may have specific procedures in place in order to combat coronavirus. We ask that these schools send a copy of this information to their consultant, who will then supply the correct details to you if you have been booked in for work in these settings. This information will be sent to you with your booking confirmation.

General Guidance



You must report any symptoms relating to COVID-19 to your dedicated consultant

If you have travelled back from overseas, you must inform your consultant and follow the quarantine procedure if required



Our consultants will inform you about any specific health and safety procedures relating to COVID-19 for each assignment/setting that we have been provided with

We ask you to bring face coverings and antibacterial gel with you to all assignments and encourage good hygiene, including frequent hand washing



Our consultants will inform you about any changes to start and end times for each assignment/setting

If you have any queries, please get in touch with your dedicated consultant or call our Bedford Head Office on 01234 216 199.



[simplyeducation.co.uk](https://www.simplyeducation.co.uk)

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