



Pandemic Policy 2019-2020

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.

PANDEMIC POLICY PANDEMIC POLICY PANDEMIC POLICY

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 flu; for that reason, 'flu' is used in this policy to represent any pandemic disease.

It is anticipated that a Pandemic Alert Level 4 (widespread pandemic across the UK) being declared by HM Government will trigger Central Training Group and its Partners to halt training, since these will be considered major causes of cross-infection. Should this occur, the Managing Director will take advice and decide whether/when to implement the Central's Pandemic Plan, which is:

1. All learning sessions and visits to employers will be cancelled;
2. All learners will be sent home;
3. All communal areas and offices will be closed;
4. Any learners or staff who are feeling unwell will be advised to make an appointment with their GP;
5. Staff will be advised to remain at home. In addition, some staff will have caring duties, of children or other relatives, that may prevent them from coming to work, especially if schools close.
6. Cleaning staff will concentrate on removing rubbish (e.g. used tissues) and on cleaning the training areas, bathrooms and kitchen especially hard surfaces and 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 learners and employers to ascertain the number and severity of flu cases connected to Central, to enable decisions to be made regarding the downgrading/upgrading of the Pandemic Alert and the reopening of centres and start of training again.

The following preparations need to be made now in readiness for the implementation of the Pandemic Plan:

- Central will ensure that all learner next of kin details are on the management system.
- As a matter of routine, learners will be encouraged to bring with them their own thermometer and supply of paracetamol or ibuprofen. They can be given general advice on how to prevent the spread of flu (use and disposal of tissues, staying out of circulation, etc.), and how to be a flu 'buddy' – i.e. in effect, everyone keeping an awareness of flu amongst friends and colleagues.

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- General infection control information must be provided to staff. First aid training should include a section on flu.
- Adequate supplies of disposable gloves and tissues will be made available to staff and learners.
- Antibacterial hand gel will be available at all centres.
- A log of the number of learners or staff that have been infected will be kept

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.

Related Documents:

Staff Handbook
Managers' Handbook