

COVID-19 policy for the supply of temporary staff to schools



4myschools are dedicated to ensuring that our operations team, supply staff and schools can work together safely during the Coronavirus (COVID-19) pandemic.

What's new?

1. Employer Referral Portal

4myschools have registered to use the Employer Referral Portal, as part of the National Testing Programme. We have done this to support schools and supply staff who may need access to home testing kits which may not be available to them and to start the test and trace process.

2. Coronavirus (COVID-19) Prevention and Control Training

All supply staff will be required to complete 4myschools Coronavirus (COVID-19) Prevention and Control Training prior to schools opening fully in September 2020.

The course content includes

- Understanding what the virus is and how it is transmitted.
- Being aware of the symptoms
- Knowing what to do if they believe they have contracted the virus
- Steps they can take to reduce the risk of infection
- Other infections to be aware of.
- Government guidance on Coronavirus (COVID-19) for Schools

A certificate will be issued on completion and logged on their online staff record.

3. 4myschools Risk Assessment for the supply of teaching and support staff.

4myschools have completed a risk assessment specifically focussed on the supply of a worker to a school during COVID-19. The risk assessment covers the key risk considerations, controls and measures to ensure safe working during this pandemic.

The risk assessment will be supplied to all schools as part of the Booking Confirmation process and will be available on our website 4myschools.org

Updatedge - view teacher availability and send offers instantly

We are encouraging schools and candidates to use Updatedge the availability service, meaning that supply staff can continually update their availability to schools and us directly. This ensures that we and schools know who is available for work and when.

Schools can see the availability of their regular supply staff on the Updatedge portal and send them offers more quickly than before allowing consistency of cover and agency staff used reducing risk

[Click here for further information about Updatedge](#)

4myschools General Operations

4myschools have invested in the most up to date technology that allows our business to continue to operate during this difficult time.

All our systems are cloud based which means that our team can work remotely whilst still delivering an exceptional 24/7 service to both candidates and schools. We will return to our office when it is safe to do so.

We will not visit your school whilst there continues to be a risk instead, we will use the phone and video technology if a face to face meeting is required. If the need arises and you wish us to attend your school, we will of course do so.

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Recruitment and onboarding

We continue to recruit talented teaching and supply staff to support schools, with some minor amendments to our procedures and practice.

Face to Face Registrations: To reduce the risk of transmission, and in line with DBS, Home Office and REC guidance, we are currently completing face to face registrations utilising video technology such as Zoom, Skype and Microsoft Teams. As time progresses and guidance evolves, we will return to physical face to face registration where it is practical and safe to do so.

Document Checking: In line with guidance from the Home office and other UK government departments (DBS), Department of Education (DofE) and the Recruitment and Employment Confederation (REC), the sighting of key documentation to support Proof of Right to Work checks and DBS applications etc. is being carried out 'virtually' as an amended check.

Once a candidate is placed into work, 4myschools will complete a physical sighting of their documents following DfE and other government guidelines. Their records will be updated to reflect this subsequent check.

Schools Coronavirus (COVID-19) Risk Assessments

As part of the [Government Guidance for Schools full opening](#), schools can continue to engage supply teachers and other supply staff during this period. The safety of 4myschools workers along with the staff and students in your school are our main priority.

As stated in the guidance, supply staff and other temporary workers can move between schools, but school leaders will want to consider how to minimise the number of visitors to the school where possible. 4myschools will support you and our supply staff in this endeavour. All our workers will be expected to comply with the school's arrangements for managing and minimising risk.

4myschools will obtain a copy of each school's risk assessment, where available, prior to 31 Aug 2020. If we do not have a copy of your risk assessment, then it will be essential that our workers are given this on arrival and understand your procedures and policies

In addition, when taking details of a new assignment with a school, 4myschools will gain relevant information to support the assigned worker in relation to a school's Coronavirus (COVID-19) controls and measures. This may include

- *Specific point of contact and escalation process for any Coronavirus (COVID-19) related issues such as outbreak management.*
- *Staff arrival and reporting process*
- *Student arrival process*
- *Schools or Class start and finish times*
- *Amended school operations such as one-way travel routes, facilities, and communal areas etc*
- *Schools Behaviour Policy*

Where this information is unavailable the worker will be asked to gain this on arrival from the School key contact.

We understand risk assessments may evolve and communicating any updates is key and encouraged by all parties.

Localised Lockdowns

4myschools will continue to follow government guidance and adhere to any localised lockdown requirements in relation to the operation of schools.

Where a localised lockdown is implemented 4myschools will liaise directly with Schools affected and take relevant actions in respect of any workers being supplied.

4myschools will continue to deploy workers into Schools in line with current government guidance.

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4myschools supporting 'NHS Test and Trace'

Through our technology 4myschools and updatedge are able to trace a worker's activity and which schools they have been assigned to through our Booking System

Therefore, should the worker report symptoms; or a school report an outbreak we are able to quickly review the assignment or booking history and take relevant steps to prevent contact of other workers and/or schools.

Common scenarios for reporting and escalating cases of Coronavirus (COVID-19)

4myschools worker contracts or shows symptoms of Coronavirus (COVID-19) outside of a 4myschools assignment or whilst working through another agency.

- All supply staff have been instructed they must notify 4myschools if they are exposed, show symptoms or told to self-isolate whilst working through another agency or employer.
- Worker will self-isolate and engage with the NHS Test and Trace process
- 4myschools will immediately make the worker 'unavailable' until self isolation or symptoms cease
- 4myschools will notify any schools where the worker has been placed within the last 14 days.
- 4myschools will review workers future assignments and arrange for a replacement worker where required
- Either 4myschools or the school will provide access to a testing kit
- Worker will confirm to 4myschools the outcome of their test
- **If negative** it means the worker is at low risk of having coronavirus. If they feel well and no longer have symptoms similar to coronavirus, they can stop self-isolating or follow government guidelines as they update
- **If positive** this means that when the worker took the test, they had coronavirus. They and other members of their household must continue to self-isolate and will be contacted by NHS Test and Trace

4myschools worker contracts or shows symptoms of Coronavirus (COVID-19) prior to OR whilst on assignment within a school environment

- If on assignment the Worker will immediately notify the relevant school contact and follow the schools contingency plan which may include leaving site
 - Worker to notify 4myschools immediately to inform them of their situation.
 - Worker will start period of self-isolation
 - Either 4myschools or the school will provide access to a testing kit
 - 4myschools will immediately make the worker 'unavailable' until self isolation has ended or symptoms cease
 - 4myschools will notify any schools where the worker has been placed within the last 14 days
 - 4myschools will review workers future assignments and arrange for a replacement worker where required
 - Worker will confirm to 4myschools the outcome of their test
 - **If negative** it means the worker is at low risk of having coronavirus. If they feel well and no longer have symptoms similar to coronavirus, they can stop self-isolating or follow government guidelines as they update
 - **If positive** this means that when the worker took the test, they had coronavirus. They and other members of their household must continue to self-isolate and will be contacted by NHS Test and Trace
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School notifies 4myschools that they have an outbreak of Coronavirus (COVID-19) on site

- School to notify 4myschools immediately of any outbreak if a worker is currently onsite or has been onsite within the last 14 days
 - 4myschools will notify any staff that are or have been assigned to that school within the last 14 days and recommend that they are tested
 - 4myschools will make any affected staff unavailable until further notice of an individual situation
 - Worker will self-isolate and engage with the NHS Test and Trace process
 - Either 4myschools or the school will provide access to a testing kit
 - Worker will confirm to 4myschools the outcome of their test
 - **If negative** it means the worker is at low risk of having coronavirus. If they feel well and no longer have symptoms similar to coronavirus, they can stop self-isolating
 - **If positive** this means that when the worker took the test, they had coronavirus. They and other members of their household must continue to self-isolate and will be contacted by NHS Test and Trace
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