

## Social Distancing Training.

We are keen to continue face to face training despite social distancing measures. To help facilitate this we have put in place the following procedures for training whilst social distancing is still in effect.

Please note if you have any symptoms of Corona Virus (even mild symptoms) please do not attend the training. Some of our trainers have highly vulnerable family members due to chemotherapy and other conditions. The symptoms may seem mild to you but could be much more serious in a vulnerable person. If you are worried you are missing out on the training we are happy to do a phone chat after the training but please stay away if you are unwell.

### Before the Training

- 1) Trainer will arrive in own vehicle and be should be met by one member of staff who will remain 2 metres apart. Obviously greetings such as handshakes are no longer appropriate.
- 2) Trainer will wear a mask on being greeted and entering the premises.
- 3) Chairs will be pre-set up for learners at least 2 metres apart both to the sides and front and back with sufficient space for learners to get to their chairs unhindered. Staff who are family members or already in “bubbles” with each other may sit together at the discretion of the setting management.
- 4) The trainer will bring all necessary drinks (and snacks) and will not require any additional drinks.

### The Trainer Area

- 1) There should be a space of at least 3 metres between the front row of learners and where trainer will be training from. The trainer should be able to get to the training area without being closer than 2 metres to any learners. There should be a chair in the area and any other equipment as agreed when booking training.
- 2) The trainer area should not be a thoroughfare and there should be a clear exit for people needing to leave the training (i.e. for the toilet) that does not cause learners to enter the training area.
- 3) Trainer will set up area with necessary equipment and wipe with antibacterial wipes where appropriate.
- 4) Once the training has started learners must stay outside of the trainer area at all times

### During the Training

- 1) Trainer may remove mask for training and will stay within the training area whilst training.
- 2) Learners will remain outside of the trainer area.
- 3) Practical activities will be non-contact and will not require learners to be closer than 2 metres.
- 4) Worksheets and information will be left at the venue for safe dissemination to staff or emailed after the course for electronic distribution.
- 5) Learners should bring their own writing implements (pens, paper, tablets etc) as these cannot be handed out at the training.

## The Break

- 1) There will be a break midway through the session. Common sense and existing setting procedures should be used when using toilets but learners should be encouraged not to congregate in narrow spaces such as corridors where social distancing is more difficult to maintain.
- 2) Additional break time will be added to make sure everyone (including the trainer) can safely use the toilets.
- 3) The trainer will not require drinks or snacks during the break but settings are welcome to have their own drinks and snacks at this time.

## After the Training

- 1) Trainer will answer any questions from within the trainer area.
- 2) Trainer should be allowed a clear exit to take resources and equipment back to their transport. They will not require any help with this.

## Emergencies

- 1) In the event of an emergency, such as a fire, every attempt to maintain social distancing whilst evacuating should be made but not at the expense of the immediate safety of setting staff and trainer. As always a common sense approach should be used.

## Other

- 1) We are happy to train outdoors if these measures are problematic and providing the weather allows this.
- 2) This is new territory for all of us. We are all trying our best and hopefully the training will be as positive as possible despite these measures. Please contact us if these measures are not possible and we will try to come up with alternative solutions.

Any questions please email [info@inspiredchildren.org.uk](mailto:info@inspiredchildren.org.uk) or call 0116 4030066