

**The Melton Learning Hub**

**Re opening Guidance**

**The Melton Learning Hub is slowly increasing the number of students it has on site. The following are some of the precautions we have taken to make the site as safe as it can be.**

**Premises indoor and outdoor space**

* Safe distancing markers are all around the inside and outside of the building. This is to remind students of the distances they should observe to protect themselves and others.
* We have reviewed our current risk assessments and class sizes have been reduced to ensure we can safely observe social distancing.
* The Hub has an extensive cleaning schedule in place and the children will have to follow new rules on taking their own pots away and clearing their work areas. Parents in particular will need to let us know if a child has an allergy to Dettol/ hand sanitiser or soaps as young people will come into increased contact with these products.
* Access- students will be guided in by staff so we can ensure there is safe distancing. Students will go straight into their classrooms. Students will not be allowed in the kitchen. One designated ember of staff will prepare sandwiches and bring them out to students. A one way system will operate as we return to higher numbers although at the moment the low numbers on site do not require this.
* Seating areas are marked for safe numbers and students will be directed on this when they return to site.
* Smoking areas- are marked out to ensure social distancing guidelines. There will be no sharing of smoking equipment allowed on site such as lighters/ rizlas / filters. Staff will monitor this and reports to home will be made of any breaches.
* **Social Distancing and hygiene**
* We have one member of staff within the shield- Will. Please advise your children they shall not see him until safe to do so. Alternative arrangements have been made for teaching his classes.
* Transport considerations – We are transporting children but a maximum of two at a time. This allows us to safe distance in the vehicle. Students will be asked to sanitise their hands before entering the vehicle. The vehicle is cleaned by the driver after each use.
* Social Distance measures- The centre looks very different for learners with safe distancing marked out very clearly. If group sizes become larger the centre might consider staggered starts, this would be discussed with providers and parents before such a change would take place.
* Hand washing/ hand sanitiser considerations- sanitisers is about the site however we encourage all staff/ students to regularly wash their hands in the toilet areas. Only paper towels are to be used to dry hands.
* There will be no shared equipment apart from handtools which will be wiped down with anti-bacterial wipes after each use.
* Posters regard Covid-19 spread, social distancing, washing hands, touching face, hygiene are around the building to remind staff and students.
* Break and Lunch times arrangements- food and drinks will be brought out to students.
* Plan the school level response should someone fall ill on site – the beauty salon has become an isolation room. If someone becomes ill on site they will be isolated until they can be taken home. All persons will then be advised to seek a test if the person is diagnosed with COVID.
* The Melton Learning hub is adopting a temperature checking process. If your child has a high temperature they will be sent home and advised to go and be tested.
* If your child or a member of your family is displaying symptoms please do not send them to centre as it potentially puts others at risk and could lead to the centre having to close.
* Young person not to bring anything to the Provision- Writing equipment will be provided, labelled and stored at the provision for each young person
* **Policy updates – extra info regard Covid-19**
* Behaviour policy – there are some changes to the policy in particular please bring the following to your childs attention:
* **No spitting- a child will be sent home for spitting**
* **No sharing smoking paraphernalia**
* **No physical contact with other students ( touching , hugging etc)**
* **No sharing drinks or food**
* **No off site permissions will be allowed whilst the pandemic is in existence**
* First Aid Policy- please be aware that PPE is provided for staff should your child need medical attention. Children who require medical attention will be send home immediately after so they can wash and change clothes. This will be the same process for staff.
* Update Health and Safety Policy – This guidance and our risk assessments will be updated on our website regularly as they will be subject to change.

**Closure**

**Should there be a level of infection at the centre we might be required to close. In these circumstances we will advise all providers and parents at the earliest opportunity.**

**Should there be a second wave and schools are advised to close, please be aware we have made provision for suitable work to be sent home. This will ensure students are still working towards their qualifications.**