

Coronavirus Policy

Limiting the risk from and spread of COVID-19 in the workplace.



The Bournemouth School of English

The Bournemouth School of English recognises the risks associated with COVID-19; to the Company, its employees, and its students.

A risk assessment has been carried out to reduce these risks, which is to be shared and reviewed regularly.

Professional guidance

The Company will be guided by advice from the UK government as well as from English UK. As advice changes, so this policy may be updated and amended; all staff and students will be informed of any changes.

All employees are expected to abide by prevailing government guidelines when travelling to and from work, as well as when on Company premises.

Workplace measures

Following a comprehensive risk assessment, measures have been put into place to minimise the risk of transmission on school premises.

All staff are expected to have read and understood the risk assessment, follow its guidance carefully, and promote good practice among all students.

Face coverings & PPE

According to current guidelines, face coverings and PPE are generally not advised in a school setting.

Face coverings are therefore optional on school premises, although their use is discouraged when teaching as it would act as a barrier to comprehension.

PPE is to be used by any employee required to care for someone displaying symptoms and where a two-metre distance cannot be maintained.

Remote working

Employees able to work remotely will be allowed to do so, and provided with the appropriate equipment to allow them to work from home.

Providing lessons virtually is not considered an acceptable alternative to face-to-face teaching; teachers will therefore be expected to work on Company premises.

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Recognising and responding to symptoms

All staff are required to be aware of the symptoms of coronavirus, as provided by the NHS website, and to react appropriately at all times.

If you develop symptoms away from work, you should call NHS 111 or use the NHS 111 Online Service. You should follow the Unexpected Absence procedure, found in the Absence & Substitution Policy, and not come into work for any reason.

Any person developing symptoms at school should be isolated in a well-ventilated room which can be readily accessed by the emergency services. No-one should leave the building until NHS advice has confirmed what action, if any, is necessary.

An employee who suspects a student or colleague of showing symptoms should inform the office; any report will be treated in confidence, and anyone displaying symptoms will be treated with respect, care, and compassion.

Self-isolation and sick leave

Any employee required to self-isolate will be treated as being absent due to sickness; normal leave and pay procedures will apply, as detailed in your Contract of Employment.

CJRS & Returning to work

The Company has embraced the Coronavirus Job Retention Scheme, and will continue to use the scheme for any employee we believe we will be able to provide work for in the foreseeable future.

We hope to return all employees to full-time employment as quickly as possible. However, the economic climate and political decisions made in response to the progress of the virus will have a long-term effect on our ability to do so.

The Company therefore reserves the right to bring employees in and out of furlough according to its needs; employees may also be furloughed on a part-time basis if required.

If the Company feels that it cannot reasonably expect to provide work for an employee, notice will be given according to the terms of an employee's Contract of Employment.