

ARC Model Training Programmes recommencement plan 2020

COVID-19 exit plan for 'Essential Front Line' Health & Social Care staff

As a result of COVID-19 and subsequent advice from Government, World Health Organisation (WHO), NHS Public Health England and Restraint Reduction Network, B-Inspired Training & Consultants LTD proactively cancelled all face to face training from 20th March 2020 until 31st May 2020.

We appreciate this may have caused issues to new frontline staff who required ARC Model Training and apologise for any disruption caused during this period. As a measure of support, we provided some videos of ARC Model Personal Protection techniques to existing affiliate organisations in an effort to support you to deliver essential training to front line staff providing vital care and support to our most vulnerable children and adults.

We have been liaising with the organisations above regularly and reviewing our stance during weekly briefings and we anticipate that we will be in a position to recommence ARC Entry Level and ARC Train the Trainer Level training programmes to 'essential front line staff' from the 1st June. As a result, we have provisionally booked our central training venue in Bury (where we have appropriate controls over sanitisation) from the 1st June and hope to be running a full training programme in the near future.

B-Inspired Training have taken a 'socially responsible' approach to the COVID-19 breakout in an effort to support the government's initial plans regarding 'social distancing', 'essential travel only', 'no indoor/outdoor events with more than 2 people', in order to maintain the health & safety of our employees and all associates, affiliate organisations and all other services we come into contact with.

In our efforts to maintain social responsibility, and in line with the government's latest guidance for recovery phase '5-steps to working safely' recovery plan, we would like to take a graded approach to our training recommencement plans and therefore have set out some conditions in relation to accessing future training events. This will take into account who should be prioritised for essential ARC Model training, who is most eligible to attend, how many people can attend, and how we **MUST** work together to mitigate associated risks. Please see the checklist below and ensure that any staff being considered meet the eligibility criteria.

Any delegate put forward for ARC Model Training will need to be prioritised and risk assessed as an 'essential front-line worker'. This must be consistent with the assessed needs of the person/people supported and agreed as essential by the relevant CCG, the provider organisation manager, the nominated delegate and B-Inspired Training & Consultants LTD.

All delegates identified as 'essential front-line staff' must be willing to comply with all social distancing, wearing PPE and having their temperature checked prior to entering the training environment. They must agree to comply with any additional related requests from ARC Senior Trainers on the day of training. Please complete page 2 of this document for each person who is eligible and agreeable to this plan and return to B-Inspired as soon as possible so that training dates etc can be confirmed

Some direct physical contact will be required between 2 people; however social distancing will be observed within the wider group and number of delegates per cohort reduced accordingly to minimise risk.

Due to severe shortages of PPE supplies worldwide, B-Inspired Training would greatly appreciate sending delegates with any relevant PPE they have access to. The minimum PPE required to complete a full training day will be two 3-ply face masks, one face visor, two pairs of blue disposable gloves.

All delegates attending are encouraged to bring their own cold drink and lunch with them to reduce the reliance on accessing food and drinks off-site.

'Essential Front-line Staff' Training Recommencement Plan

ARC Model

Delegate Name.....

Eligibility criteria (to attend)	Tick if applicable ✓	Comments
I have not experienced any of the recognised COVID-19 symptoms in the past 14 days		
I do not have any of the recognised health conditions that place me at greater risk of the impact of contracting COVID-19		
I currently work providing essential front-line care /support and am not currently self-isolating		
It is essential that I access ARC Model Personal Protection techniques to support the people in my care		
It is essential that I access ARC Model Safe Holding techniques to support people in my care		
I am willing to comply with all health & safety aspects of the training including regular hand sanitisation, wearing of appropriate PPE at the request of the ARC Senior Trainer		
I have been tested negative for COVID-19 in the past 14 days (if appropriate)		
I have tested positive for COVID-19 antibodies in the past 14 days and been advised to return to work. (if appropriate)		

If the delegate has not ticked all the relevant GREEN boxes above, further discussion is required between B-Inspired ARC Senior Trainer, delegate and their line manager.

In the Eligibility Under Consideration box below. A clear action plan should be recorded and signed by the delegate, their line manager and ARC Senior Trainer. Once actions are completed to everyone's satisfaction the delegate may then meet the GREEN eligibility criteria. This will remain at the final discretion of the ARC Senior Trainer.

Eligibility under consideration	Comments/actions

If the delegate has ticked any of the RED boxes below, further discussion should be recorded between B-Inspired Senior ARC Trainer, delegate and their line manager. No delegate ticking any of the RED boxes below is permitted to train until their circumstances change and their eligibility is under consideration with clear action plan to ensure they meet the GREEN eligibility criteria.

Non-eligible (to attend)	Tick if applicable ✓	Comments
I am currently self-isolating due to either me or a member of my family or workplace presenting with recognised COVID-19 symptoms		
I have at least one of the recognised underlying health conditions that would place me at greater risk of the impact of contracting COVID-19		
I do not provide front line direct care/support to vulnerable children and adults		
It is not essential that I access ARC Model Personal Protection techniques to support the people in my care		
It is not essential that I access ARC Model Personal Protection and Safe Holding techniques to support the people in my care		
I have returned to United Kingdom from another country within the past 14 days		
I have tested positive for COVID-19 in the past 14 days and advised to self-isolate.		

Disclaimer

B-Inspired Training & Consultants LTD have introduced a relevant (RAG) risk assessment to mitigate the risk of any delegate contracting COVID-19 as a result of attending ARC training courses. This mitigation **CANNOT** guarantee delegate safety in respect of contracting COVID-19 and therefore we do not accept any responsibility or liability for COVID-19 related symptoms, diagnosis or impacts on self or others.

Our ARC Senior Trainers will undergo the same RAG Risk Mitigation process prior to attending and delivering any ARC training programmes and **MUST** abide by all health & safety procedures as laid out above.

It is the responsibility of the provider organisation to liaise with Local Authority, CCG Commissioners and any other members of the MDT including parents/carers/NOK, to identify that it is **ESSENTIAL** for any identified delegate to receive ARC Personal Protection/ Safe Holding techniques, as part of their 'essential front-line' duties.

ARC Senior Trainers will reserve the right to reject and/or remove any delegate that they deem unsuitable to attend ARC Training programmes.

Prior to training commencement date, B-Inspired Training & Consultants LTD will need to receive a signed disclaimer from all parties identified below.

I have read and understand the protocol and disclaimer above and agree to the terms and conditions. I accept responsibility for associated risks outlined above.

I authorise the member of staff as 'essential front-line staff' needing to access this training.....Tick

I confirm that this training is considered 'essential' to support the relevant CCG/LA commissioned package.....Tick

Provider Organisation:

Registered Manager:

Registered Manager ref:

Signature:

Date:

'Essential Front-line Staff':

Signature:

Date:

I am satisfied that the information within this form meets the criteria to permit the identified 'essential front-line staff' to attend ARC Model training as required and recorded in the Training Needs Analysis (TNA).....Tick

B-Inspired Training & Consultants LTD

ARC Senior Trainer:

Signature:

Date:

ARC Senior Trainer

Classroom management Plan

1. The training room will be sanitised prior to and after use each day e.g. all handles, light switches, doors, tables, equipment etc.
2. The training room will have floor markers to indicate 2 metre's social distancing.
3. Delegates will be advised to adhere to 2-metre social distancing throughout the day.
4. Delegates will partner up with people they have been working with from their own respective organisations.
5. The cohort for each course will be reduced to 10 delegates (maximum).
6. The ARC Senior Trainer will check the temperature of each delegate prior to them entering the training room. Any delegate who has a temperature elevated above the norm will be asked to leave and report potential COVID-19 symptoms to their line manager with view to self-isolating.
7. ARC Senior Trainers will ensure that all delegates are comfortable to attend the training and aware of the measures taken to mitigate risks.
8. Delegates will work in tram lines and continue to work with the same partner throughout the day.
9. ARC Senior Trainers are responsible for ensuring they have all necessary PPE prior to training delivery e.g. 20 face masks, 20 pairs of gloves, 10 face visors (**washable**), hand sanitiser, antibacterial wipes.
10. ARC Senior Trainers to ensure that delegates do not congregate during break and lunch times.
11. ARC Senior Trainers will ensure that all delegates are wearing appropriate PPE e.g. face mask, blue gloves, face visors. Delegates will be required to wear either face visor or 3-ply mask or both. **Blue gloves and face masks should be changed at break and lunch times and disposed of via an appropriate poly bag-sealed after collection.**
12. Warm-up exercises are to be completed in isolation (adhering to social distancing)
13. ARC Senior Trainers to ensure that toilet breaks are managed carefully ensuring that delegates are reminded to wash their hands and use the provided hand sanitisers.
14. All delegates should keep their own cups for refreshments and use repeatedly throughout the day.
15. ARC Senior Trainers will **NOT** put hands-on to correct delegates during practical demonstrations. They **MUST** advise verbally and/or demonstrate corrections to the group by using their training colleague.
16. ARC Senior Trainers will provide individual delegate feedback during and at the end of the training session, whilst observing 'social distancing' rules.
17. ARC Senior Trainers will change their training clothing each day.
18. Delegates to be advised to change their clothing for each separate day of training attendance.
19. ARC Senior Trainers will reserve the right to stop training at any point if delegates are not following the risk protocol. Delegates may be asked to leave the training event if safety is being compromised.