

MJTS COVID 19 POLICY updated April 2021 in response to government guidance.

MJTS has a comprehensive COVID-19 Risk Assessment which has been updated April 2021. MJTS Return to Work/Return to Training, April 2021. Employer bulletins have updated salons throughout GM, April 2021. Parents and Guardians of under 18's have received the Privacy Statement and LFT Testing information. Guidance used to update this policy and related documents are listed.



MJTS created our NHS COVID-19 Track and Trace QR Code

All hair salons, barber shops and beauty salons must continue collect client information when attending appointments. MJTS will continue to log the staff, learner & clients name, contact details, date of appointment, time of arrival and time of departure. **It is mandatory** that all salons, barber shops and beauty salons in England and Wales display their unique App QR Code on a poster, positioned in a prominent place at the front of their premises, for example, salon window. There is no need for staff, learners or clients to download the App, they will scan the QR Code with the camera on their phone when they arrive, and the App reads the code and checks them in. MJTS is using this for free appointment consultations (*recommended to do virtually where possible*), skin testing, etc, in addition to a full service.

By using the App it will give the NHS a digital diary of where an individual has been, what date and what time.

Comprehensive use of the app has been included into the return to work, learner announcements and employer bulletins.

Monitoring

Staff will be required to complete COVID-19 exams and be compliant following government guidelines outside of MJTS.

1. COVID-19 Mission and Commitment

MJTS has a social responsibility to behave ethically and ensure that COVID-19 infection control policies, procedures and risk assessments to uphold high standards of hygiene to ensure the safety of apprentices, staff and clients.

MJTS duty of care in providing learners, staff, clients and visitors with clear guidelines for training school COVID-19 protocols including premises layout, operating procedures, PPE, hand sanitizing, LFT Testing, COVID-19 health surveillance checks, social distancing, services, training assessment, monitoring employers and sharing good practice in learner announcements including challenging misinformation. MJTS will communicate privacy notice and will respect GDPR when obtaining learner/staff information and recording to the DHSC Logs. We will remain an inclusive organisation, transparent and responsive whilst demonstrating respect for human rights considering equality & non-discriminatory practices.

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We will safeguard and protect the most vulnerable and comply with legislation and law which is responsive to COVID-19 guidance trading and restrictions. We will be responsive to risk, disinformation and cyber hygiene.

We will engage with interagency, monitor and report concerns. MJTS will liaise with the GM Hub to advise on policy and practice and suggest innovations to support community understandings of COVID-19 and sharing of best practice. MJTS will participate in Greater Manchester Business Continuity Forums.

MJTS will support employers with information advice and guidance and support that promotes the safe reopening of micro businesses to offer redeployment of apprentices and encourage progression and future apprentices.

We will be responsive to local and national lockdown and initiate additional lockdown plans/strategy/delivery according to risk assessment and government guidelines.

MJTS will encourage support for government initiatives including promotion mental and physical wellbeing.

Directors will review mission policy and impact assess performance. This will be shared with governors and stakeholders. Employers will be invited to contribute to blended learning and provide feedback to ensure that learners receive the best education including health and wellbeing.

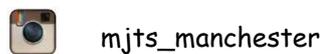
2. EXECUTIVE SUMMARY

The COVID-19 (Coronavirus) pandemic developed rapidly, requiring Training School policy to clearly define actions to be taken. Policy will continue to respond to the pandemic and the advice issued by the Local Authority, government, the Education Skills Funding Agency, Awarding Organisations, Department of Health and Social Care, GM Hub and EPAO's. MJTS will continue to engage with interagency and networking partners to update and review policies, procedure and delivery of training. MJTS will respond to requests to provide evidence of MJTS policy, practice, Track and Trace, Environmental Health & DHSC. MJTS will promote LFT Testing and a culture of regular testing habit. We will maintain appropriate training/video's, ordering and storing of LFT Kits, checking the upload of information Test and Trace and the recording of MJTS Health Surveillance documents.

MJTS will monitor the 'R Level' and security threat levels through the region and the UK. We will take appropriate as advised by the latest government guidance. Return to work training/induction includes a rigorous approach to government regulation and being COVID-19 Secure. The company website is compliant to displaying government important safety notices. Company policies will outline our responsibility to ensure that staff, learners, clients and visitors are in a safe COVID-19 compliant training school environment. All learners and staff will be subject to COVID-19 compliant induction and will be made aware of all PPE, social distancing and safety protocols. This includes a duty to report non-compliance.

We recognise our responsibility to all our young people within our provision, some learners are among the most vulnerable members of society and so may need additional precautions. We also recognise that for young persons, the routine and structure of their training is extremely important for their health & wellbeing, skills development, employment, long term career plans and social mobility. MJTS recognises we have a duty of care to learners and aim to co-ordinate a structured 'on and off-the-job' training approach that are responsive to government guidelines. We will respond to our learners and employer feedback to adapt our delivery and curriculum. We will update and monitor safeguarding protocols against Keeping Children Safe in Education 2020.

Through regular communication with our learners, employers and staff, policy shall head up how we will be flexible in continuing to deliver and support learning through the use of technology and remote learning. How we will be responsive in communicating government policy updates within the educational and business sector, how we shall



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share the organisations and nations plans for a safe and considered phased return to work and any potential additional lockdowns. How through our networking partners and funding agency updates, signpost and sharing best practice with our stakeholders as we monitor and adapt towards **new normality**.

MJTS will update policy, resource and delivery models in response to the issue of new government guidelines including the roadmap to bring the country out of lockdown. MJTS will use the information from the CT Police so a safer reopening is communicated. The latest government guidance will be embedded into staff and learner inductions, learner and employer bulletins and announcements.

Policy response to the COVID-19 pandemic is informed below and where applicable, referenced to the existing policies, procedures and controls of **Quality Assurance** and **Health & Safety Management** (*encompassing Safeguarding, Equality, risk assessments including PREVENT Risk assessment*). Some measures are a continuation of our already existing arrangements, additional measures shall be identifiable within the responsibilities and purpose of this policy.

3. CURRENT AND EXISTING ARRANGEMENTS

COVID 19 arrangements shall integrate with current staff training that exist in established policy and procedure to ensure the health & safety, safeguarding and equality management of staff, learners and stakeholders is responsive to potential business interruption/ crisis/ Localised or national outage.

In addition to our existing arrangements the 'likelihood' and 'consequence' of infection and transferal of the disease shall be continuously monitored and managed until government guidance considers it is safe to declare a conclusion. This includes regular surveillance of the threat level and R level, both will be included in the weekly meeting minutes and daily training agendas. **Directors will assess risk and respond according to company and government guidelines.**

Controls

- Return to Work (Induction documents, staff training, learner COVID 19 exam VTCT)
- Covid Risk assessment
- Revised H&S management according to Covid 19 risk assessment (*Risk assessments, method statements, COSHH data collection and analysis*)
- Named confirmed staff responsible and COVID champions (*displayed*)
- Data collection (*health declaration forms staff, learners, clients, visitors*)
- Data collection of survey (*learner mental health wellbeing, employer arrangements*)
- Data collection of environments (*clean down of rooms, workstation checks, walkabout observations*)
- AFT Logs for the Department of Health and Social Care.
- Named staff in charge of LFT (*Lynsey Forde & Sandra Chan, more information can be found in the Return to Work*).
- Staff attendance (*collection of data regarding tests, outcomes, and durations for isolation*)
- Signage and awareness displayed around the building (*control measures, information, and assurance to controls*)
- Designated H&S health bars (*signage and display of the required PPE, traffic system, First aid*)
- Staff confirmation of Covid 19 secure (where staff may have a second job)
- Staff risk assessment (for informed symptoms or isolation)
- IAG staff learners and employer (Agendas, announcements, bulletins, surveys)

4. RESPONSIBILITIES

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The Government will ultimately make the decision on the correct course to further based upon the 'R' rate (*risk of infection rate*) indicating a higher or diminishing level of risk to the GM area or nation. At all times, we shall adhere to the guidance of the government, Local Authorities and associated agencies (including the Education Skills Funding Agency). COVID-19 Manager has updated the Return to Work/Training Induction on a regular basis, COVID-19 Policy, COVID-19 Risk Assessments updated and by the Operations Director/Health and Safety Officer and communicated.

MJTS COVID-19 CHAMPIONS



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Gayle Carrington
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MJTS has appointed staff responsible for COVID-19. Overall responsibility is **Michael McCormack, Finance Director & Contract holder.**

All job descriptions include COVID-19 responsibilities. COVID-19 personnel or staff are reported to the daily training agenda's.

The Managing Director, Designated person for implementing COVID-19 practice across the training school policies and working practices (supported by the Finance, Operations and Education Directors).

The Managing Director and **Operations Director** are to maintain and update all information relating to the development of the pandemic and the current advice from the Government (*under associated roles of H&S, Safeguarding, Equality*)

We shall ensure safe arrangements are made regarding **Health & Safety management, safeguarding including the PREVENT risk assessment and equality.** The organisational response to COVID-19 shall be to update risk assessments, policies and train all staff and learners of our commitment which is to be shared with stakeholders, clients, employers and parents and where appropriate interagency ensuring the transparency and clarity of the interventions taken by the organisation.

PURPOSE

The **Managing Director** in conjunction with the **Finance, Operations and Education Director** have the discretion to reduce staff, furlough staff or close the Training School if in judgement:

- ***the overall staffing absence level is so high that the safety of learners cannot be guaranteed and/or***
- ***the rate of staff or learner illness is excessive.***
- ***The R rate shows the risk of spreading the infection is high***

5. ACTION & RESPONSE IN THE EVENT OF A FURTHER NATIONAL/REGIONAL/ LOCALISED LOCKDOWN IS CONTAINED IN THE RECOVERY PLAN.

Prevention of the spread of infection in the Training School, MJTS comprehensive return to work/return to training induction. Induction is evaluated and includes;

- First Aid, Content Page & Learner comments throughout lockdown
- Safety at the Training School including; *PPE during services, Good Hygiene, Hand Hygiene, Masks, Respiratory hygiene and cough etiquette, guidance & gloves*
- AFT Testing
- Products used to clean the Training School & disinfectant reminders including; *PPE, Stock list & laundry*
- Rules for areas of the Training School including; *Reception, Salon floors, General Rules, dispensary, Isolation Room, Health declaration forms, temperature checking, Backwash areas, toilets, training rooms & offices, staff room/kitchen & general security including PREVENT, Safeguarding & Child Protection including a review of Keeping Children Safe in Education 2020, ICT, risk manage, equality and race relations*
- No contact/Greeting Policies
- Products, tools and equipment
- Eating, drink & no smoking rules
- Other testing/security & Clients
- Staff & Learner Bubbles
- Delivery Models including PERA Learners
- Capacity for each room, Practical Changes & How delivery is put into practice

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- Rules, PPE, Clients, Visitors/Deliveries.
- Networking, Government Agencies, health and wellbeing

Clients do not need to wear a face covering if they have a legitimate reason not to. This includes (but is not limited to):

- Young children under the age of 11 (Public Health England does not recommend face coverings for children under the age of 3 for health and safety reasons)
- Not being able to put on, wear or remove a face covering because of a physical or mental illness, impairment or disability
- If putting on, wearing or removing a face covering will cause your client severe distress
- If your client is travelling with or providing assistance to someone who relies on lip reading to communicate
- To avoid harm or injury, or the risk of harm or injury, to your client or others
- To avoid injury, or to escape a risk of harm when the client does not have a face covering with them
- To drink within the hair salon
- To take medication
- If a police officer or other official asks your client to remove their face covering.
- Your client can ask to remove the face mask if they need to speak to someone who relies on lip reading, facial expressions and clear sound.
- **Transparent face coverings are permitted.**

*Exemption cards are available on gov.uk if you feel more comfortable showing evidence of your exemption. *The general public are being advised to update AFT Testing included in employer bulletin, April 2021.*

Government guidance has been updating including that beauty treatments and close contact facial barbering services can resume on the 12th April 2021. The government is strongly urging stringent compliance to being COVID-19 Secure and penalties including closures where guidelines are breached.

Hairdressers, therapist and barbers are now required to wear a 'Type II' surgical mask and a visor whilst working. Masks will continue to be supplied to clients, however, all staff in close contact with clients and learners must wear the 'Type II' face mask. Masks must be worn throughout the training school, corridors, offices, etc.

What to do if someone is displaying symptoms?

If anyone develops symptoms of COVID-19 whilst in the training school or receives a notification from NHS Track and Trace this must be reported immediately. They will go in the isolation room to have their symptoms assessed by a first aider or COVID-19 Champion/ Health and Safety Officers following PPE protocols and social distancing. They will be sent home and they will be asked to follow the stay at home guidance. They will be told to contact NHS 111 online or call 111 if there is no internet access. In an emergency, they will be advised to call 999, if seriously ill or life is at risk. They will also be advised to NOT visit a GP. In most cases they will be advised to stay at home for 10 days following the 'stay at home virus'. If tested positive for COVID-19, self-isolation is for at least 10 days if you continue to have symptoms after 10 days seek medical advice (*latest government guidance*) MJTS will share information with track and trace service. Further information on test and trace can be found here; [Link](#)

MJTS has appointed 2 members of staff (*Abby Brooker & Lesley McCormack*) assigned to the '**Employer Referral Portal**', **further responsibilities maintaining and ordering LFT Kits**. This allows MJTS to upload/report details of

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any member of staff who may be self-isolating or displaying symptoms of COVID-19. The portal allows staff members to be placed on priority for receiving a COVID-19 test unless a test has already been taken.

[MJTS will follow working safely during the coronavirus including if someone might have coronavirus becomes ill at work, needs to self-isolate.](#)

What to do if symptoms are confirmed as COVID-19 for staff or learners

MJTS will follow latest government guidelines as detailed in the Return to Work/Training

- Staff are to be vigilant and report any concerns regarding another member of staff, learner or client displaying relevant symptoms.
- If a learner is sent home to self-isolate, absence and reason MUST be informed to employer
- Sick pay of MJTS staff who are self-isolating in line with government guidance shall be paid according to MJTS policy and procedure. Staff will receive any government support by the Finance Director.
- MJTS will ask employers to report any concerns or COVID-19 incidents.

**MJTS will maintain temperature checking and health surveillance for all staff, learners and clients which will be recorded for data monitoring purposes.*

6. Response to any future lockdowns/ roadmap to reopening

MJTS Directors will at all times follow government, National and regional guidance regarding lockdown and phased to return to work/training. In the event of an additional lockdown, priority and focus shall be the safety of learners and their continued support, progression and online learning. Further lockdown requiring remote working will continue to ensure vigilance in **health safety and wellbeing, safeguarding** and **equality** according to policy. MJTS Directors will review the recovery plan and targets which will include revisions to strategy, vision and mission and be responsive to government incentives and announcements.

- Lockdown and recovery shall minimise the risk to health & wellbeing to young persons and staff during the COVID-19 pandemic lockdown and the stages of recovery during the phased return.
- Careful consideration, implementation and applicable actions according to current Government advice, shall consider the use of the resources, training and implementation of measures and may only proceed where Directors are satisfied operations may continue under compliance of;
 - How will learning and engagement take place? (remote learning and how will staff maintain engagement and communication)
 - How we can implement a strategy to deliver on site or remote operations and learning and how will staff communicate with learner and colleagues?
 - How can we communicate 'up to the moment guidance' in regard to programme compliance and employment obligations to employers and which s shall be responsible on a case by case basis?
 - Maintain full awareness of the vulnerability of young persons and staff and act accordingly:
 - Be aware of the need to review and promote online learning blended learning, delivery models, training, assessment and achievement whilst supporting wellbeing, progression, sustained motivation and aim to achieve and progress their careers. Identify the staff responsible on a named basis (20% working, communicating evidence, progress reviews, IAG, support including Maths & English).
 - Be aware of the potential impact to sustained employment through training and how a break in learning may impact on the continuity and viability of the contract and business.

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- Maintain the culture and vigilance for all staff and response to learner need reporting issues under health safety and wellbeing, safeguarding and equality without delay.
- Update risk registers, strategies, company communications and be aware of government incentives and opportunities including Job Retention Scheme & Provider Relief Scheme. **Revisions to the Job Retention Scheme and Provider Relief Scheme that might give opportunity.*
- Learners receive induction on Return to Training and sign receipt.
- Complete evaluation forms and initial assessment to inform adjustment to target dates and plan training/assessment;
 - HS71
 - FB72

Operational planning in case of closure.

***Directors lockdown plan is reviewed and communicated in accordance with ESFA & government guidelines.**

- Remote working will continue meaning that staff will require remote access to the server. The security measures needed to maintain this type of working will be maintained by CSE.
- Operations Director will ensure the security of the premises including equipment, technologies and alarms.
- **All staff** have technology to access and work using their **Office 365 MJTS staff accounts** (phone, laptops, PC's) in accordance with the **Staff Acceptable use of Information Technology Policy**
- **All staff** have internet access to communicate with Management, colleagues, learners and stakeholders.
- **Directors, Managers and key staff** shall have remote access to the server, MIS and CRM and support staff without access via telephone or outlook e-mail (*Office 365*)
- All learners and staff shall be informed if MJTS needs to close as soon as possible through posts on social media and text message this will be done to ensure engagement and minimise disruption to communications. (MJTS OUTBREAK CONTROL PLAN - SECOND LOCKDOWN - SEPT 2020)
- **Educators** shall assume responsibility for **named learners** delivering remote learning and engagement, communicating issues to managers and directors where appropriate (*In accordance with health, safety, and wellbeing, safeguarding and equality policies and procedures* (MJTS OUTBREAK CONTROL PLAN - SECOND LOCKDOWN - SEPT 2020))
- The **Recruitment and Engagement Department** shall support applicants, learners and employers with IAG and employment support during the period of lockdown. This will include the interview support, the processing of new applications and where possible employer interviews and remote inductions. (*In accordance with health, safety and wellbeing, safeguarding and equality policies and procedures*)
- **Directors and Managers** will be responsible with communication in response to interagency including ESFA, Awarding Organisations, National hairdressing and Barbering Federations, attending webinars, 1 to 1 virtual meetings, comprehensive meeting minutes, updating policy, procedure & strategy, prioritising Safeguarding and working on behalf of the most vulnerable. We will support all staff via regular communication (Zoom, TEAMS) as well as employers communicating current information advice and guidance on a 1to1 basis and regular newsletter.
- Throughout the duration of lockdown, follow guidance and announcements from the Education and Skills Funding agency, Department for Education, government, Local Authority, Awarding Organisations and engage with partners within the sector to share and support the community with good practice with a view to recovery and phased return to work.
- Continue to support staff, learners, employers and stakeholders throughout lock down regarding self-isolation of individuals and groups.

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7. RECOVERY AND A PHASED RETURN TO OPERATIONS (PREPERATION FOR RETURN TO TRAINING)

Following the COVID-19 Pandemic Lockdown.

It is the intention of Directors to ensure the safe reopening and continuing of training and assessment of Michaeljohn Training School after COVID-19 closure. This document is to be used in conjunction with the latest government information. All staff must read and understand both documents. Understanding will be assured on the COVID-19 return to work evaluation. In planning a safe phased return for **ALL** including, staff, learners, applicants, clients and visitors, we are providing online, face to face and a virtual tour. We have updated policies in response to COVID-19 and government recommendations and guidelines including risk assessments, COSHH and safe working practices have been included in safe return to MJTS (*please see below*). Induction and training will ensure the understanding of potential hazards and risks for training school salons & workplace environment & putting into practice the safe working practices to prevent the spread of Covid-19. All staff & learners including new staff will have returning to work/training induction and may undertake online COVID-19 [VTCT Level 2 Infection Prevention Qualification](#), [Barbicide](#) & [COVID-19 Barbicide](#), [LUCA-cide](#). It is mandatory that learners achieve this qualification. MJTS has resourced the necessary PPE, cleaning materials and has applied social distancing protocols into safe return to work.

Health, safety & wellbeing, Safeguarding and Equality as the focus and priority and in accordance to established supporting policies and procedure, Directors shall plan and schedule a recovery from lock down in a phased return.

8. All staff continue to receive appropriate information regarding personal hygiene, informing of the correct use of PPE, social distancing and COVID-19 Secure protocols. Through Method statements for staff instruction and direction for learners, and visitors shall be monitored according the location, function, and interaction within the Training School ([MJTS Covid Risk Assessment](#), section 3: **CURRENT AND EXISTING ARRANGEMENTS: Controls**)

Responsive government guidelines and those of the Education sector and Hairdressing and Barbering Sector, the following operations shall underpin the implementation of the recovery plan and targets:

- Implementation of a recovery plan and targets including reviewing policies and procedures for **health safety and wellbeing, safeguarding, equality, etc.**
- Communication and confirmation with Staff informing of the scheduled return and working schedules.
- Preparation of the workplace including signage, PPE and arrangement of each working area.
- Staff training and communication of the following operations and management systems:
 - **Health & Safety Management**
 - Safeguarding, wellbeing and Equality (report and referral)
 - Risk assessments.
 - Floor plans, resources and capacity (maximum staff and learner numbers)
 - Assessment of services for delivery in a practical training context
 - Method statements and the correct use of PPE, Riddor and COSHH
 - Arrangements for first aid and health reporting.
 - On site and off site working (*work schedules, out in the field, driving & lone working*)
 - Traveling
 - **Teaching and Learning (*in conjunction with Health & Safety Management*)**
 - Review and adjustments to the Curriculum, Teaching, Learning and Assessment policy (Intent, Implementation, and Impact)

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- Review delivery model to ensure good and outstanding online learning (remote) and blended learning
- Agree delivery models, attendance, 20% with learners and employers and use their feedback to inform decision making.
- Awareness and inclusion of Awarding Organisations concessions/relaxations
- Learner cohorts and the allocation of Educators to learners.
- Targeted progression, training, learning, achievement, and EPA
- Arrangements for onsite delivery and remote working.
- Reviewing and risk assessing visits in the workplace and embedding virtual reviews of progress

**Consider virtual meetings or socially distance meetings for all MJTS staff*

○ **Recruitment & engagement, IAG and learner support**

- Monitoring, engagement and interviewing of applicants (onsite/ Offsite/ remote)
- Engagement and communication with partners, agencies and stakeholders
- Recruitment communication and support with employers.
- Planning and delivery of inductions to programme.
- Promoting incentives and government initiatives
- Skills plan to promote, engage, plan from employers for trainees and apprentices

Employer, parent/career concerns

MJTS will respond to the needs of the sector including employers and micro-business that need to recover from COVID-19. MJTS will continue to negotiate a phased approach to training for apprentices and trainees to facilitate employers and to ensure social distancing. Employers will be encouraged for their learners to uptake online blended learning to support training, assessment and progression during initial return to work or further lockdown. 20% will be encouraged on the job supported by salon owners. Attendance at the training school will be encouraged in the relevant learner bubbles/hubs which will be closely monitored and reviewed. MJTS will provide regular information, advice and guidance to employers. Employers will complete a COVID-19 safety questionnaire assuring COVID-19 safety and security to the salon, learners, clients and MJTS representative. *(HS11a a continually revised document to ensure COVID secure in MJTS partner workplaces)*

MJTS recognises that some concerns to the pandemic may risk learners attending MJTS. MJTS reassures concerns including that Directors shall ensure H&S training and induction for staff and learners to assure working practice and the environment is risk assessed with precautions in place to reduce infection and minimise risk.

Employers, parents/carers are welcome to discuss the measures in place for learners. All staff shall be fully trained and abiding to the strict procedures in place to prevent the spread of infection and compliant to government guideline. MJTS website will uphold this pledge. All learners will be inducted to understand the measures that are in place and that staff will be monitoring the management of all individuals to ensure the prevention of cross infection. Information will be available under the parent's section of the MJTS website.

MJTS will provide employers, parents/carers with a short virtual synopsis to compliance of PPE and COVID-19 social distancing of the training school by request. Parent/Carers concern shall most likely to be where learners are at highest risk of passing on COVID-19 to family at home, privacy statement and LFT testing information will be forwarded to parents/guardians for learners under the age of 18. MJTS will make adjustments for learners continuing delivery through remote learning, where they are in a vulnerable group through illness, vulnerability or underlying symptoms with concern to a family member, sibling or child living in the same household.

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MJTS recognises it's duty of care to provide information, advice and guidance to staff, learners and employers and links to support upon need. MJTS will evaluate learner and staff wellbeing to identify data and trends.

This policy will be reviewed monthly as a minimum or due to changes with legislation/regulation.

Name: Lesley McCormack

Date: March 2021

Signature:

Related Polices;

COVID-19 Mission Commitment 2021

COVID-19 Risk Assessments 2020

Health and Safety Policy 2020

Risk Assessment 2020, COSHH

Method Statements 2020

Social Distancing Policy 2021

Delivery, Handling Goods & Materials Policy 2020

Greeting's Policy 2021

Child Protection & Safeguarding Policy 2020

Equality Policies 2020

PREVENT risk assessment 2020

Extremism Policy 2020

Dress Code Policy 2020

ICT staff and learner 2020

Communications Policy 2020

Teaching learning and assessment Policy 2020

Race Equality Policy 2020

Learner Induction Resources July 2020

Salon Owner Information Resources including commitment statements

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