



Covid-19 Secure Commitments

Higher Horizons in-school activity is resuming, and we are committed to the safety of our all Higher Horizons staff, pupils, and school staff.

This document outlines our commitments to you and the measures our staff are taking to keep you safe. It also explains what we expect from you, to ensure that our activities can take place safely within your school.

This document will be kept under review and updated in line with current government guidance, available here: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

Please complete, sign, and return to your Higher Horizons Project Officer when confirming your booking. Please retain a copy for your records.

Schools Checklist

We expect schools to have the following measures in place when we visit.

Measure	Please tick if able to meet this
School/College is Covid secure and operating in line with government guidelines: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance	
Use of hand sanitiser/hand washing facilities on arrival and departure from school	
Higher Horizons staff will be directly escorted from reception to the classroom they will be delivering in by a member of school staff	
In the classroom, Higher Horizons staff will either: <ul style="list-style-type: none"> A) Have access to technology with any Powerpoint or teaching materials pre-loaded to limit the surfaces Higher Horizons staff must touch B) Have access to technology with the ability to plug in a Higher Horizons laptop to a smart screen or other projector at the front of the classroom to limit the school surfaces Higher Horizons staff must touch C) Have access to technology with the ability to plug in a USB and load a Powerpoint session 	Please tick and indicate A, B or C.
In the classroom where technology allows, Higher Horizons staff will be able to plug in a plug-and-play USB 'clicker' to control a Powerpoint, to minimise the number of surfaces Higher Horizons staff must touch	
Before Higher Horizons staff enter a classroom, pupils are reminded about the importance of social distancing	
Higher Horizons staff will not be left alone with pupils and will be accompanied by a member of school staff at all times	

Higher Horizons staff will be able to access staff bathroom facilities, and will be directly escorted there and back by a member of school staff to limit coming into contact with members of the school community	
Higher Horizons staff will be directly escorted off site by a member of teaching staff at the end of the day or if they need to leave the school for any reason	
School staff will oversee the distribution and collection of evaluation forms in the classroom after the activity, and place them in a folder provided by Higher Horizons for Higher Horizons staff to take away with them.	
School will inform Higher Horizons of any Covid-19 cases in the school community, where we have been in close proximity to staff or pupils e.g. by following NHS Track and Trace processes	

We politely request that the above points are adhered to and a copy of your school's Covid-19 risk assessment is provided to us while confirming your booking.

Please note: if at any time the measures agreed to above are not adhered to during our time in school, we reserve the right to discontinue your activity.

Signed:

Print Name:

Role:

Date:

Higher Horizons' commitment to the schools we work in:

Higher Horizons staff are based at four different universities and will be following their institution's own Covid-19 health and safety policy. In addition to this, Higher Horizons staff will be expected to:

- Take lateral flow tests every 3 to 4 days while working on campus or in schools and colleges
- Wear face coverings in crowded spaces on campus or in schools/colleges where risk assessments demand it or where schools/colleges request it
- Be fully vaccinated against Covid-19

When visiting your school, our staff will:

- 1) Follow the latest government guidance on hygiene and cleanliness, including regular hand washing.
- 2) Bring our own food into school, and eat it within the classroom we are delivering in or off-site.
- 3) Remain at the front of the classroom while delivering sessions, and practice social distancing from students and school staff.
- 4) Sessions will be delivered by presenting/talking at the front of the classroom limited handouts or other materials. Sessions may contain activities that require young people to have access to pens/pencils/paper but no other outside equipment.

- 5) Provide evaluation forms for printing in advance of the activity, take them away, and share evaluation reports with you in line with our usual processes.
- 6) We will be led by your school policy on PPE, but will be happy to enter school with face coverings, gloves etc. if required.
- 7) Provide any personal details required to comply with NHS Track and Trace processes

In order to protect your school, we will be adhering to this guidance in every school we visit.

If the member of staff booked to deliver your activity experiences symptoms of Covid-19, we will attempt to cover your activity with another member of Higher Horizons staff from another office and/or who has had no contact with the original member of staff. However, this may not always be possible and we may have to cancel or postpone your activity.

If members of staff who have been visiting your school test positive for Covid-19 we will comply with NHS Track and Trace processes and inform the school including details of who that member of staff was in contact with.

A copy of our own Covid-19 Risk Assessment can be provided on request or found online at www.higherhorizons.co.uk/covid-19-policy