



Capital Community Care Charter (CCCC)

The measures we're taking as a whole school community to protect against Covid-19



Our school has created this Capital Community Care Charter, which complies with the rules and guidance of the UK government, in order to protect the safety and well-being of our staff, students and accommodation providers.

The Capital Community Care Charter outlines the measures we have put in place and the standards we will follow upon re-opening our school.

As part of our preparation to re-open we have been certified by www.vistbritain.org

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Prior to re-opening, Capital School of English will...

Ensure a clean environment by

- Carrying out a deep clean of the school (all classrooms, bathrooms, offices, receptions and common areas).
- Placing hand sanitisers in all common areas, offices, classrooms, and entrances.
- Making sure all our ventilation systems are in safe, working order.

Prior to re-opening, Capital School of English will...

Communicate, Educate and Train

- Publish a thorough Covid-19-specific policy and procedure that all staff members will comply with.
- Involve all staff in assessing the risk in and around the school in order to produce a comprehensive Risk Assessment (RA). Micro-RAs have also been produced and used to train all staff. These Micro-RAs identify scenarios and related risks dependent on different Bubbles operating at different times and under different safety measures.
- Review Risk Assessments regularly and ensure Senior Managers communicate any changes to the whole school community where appropriate.
- Train all staff to adapt their work practices in order to follow our Covid-19 policy and procedures.
- Send students, parents, guardians, accommodation providers and educational tour operators our 'Staying Safe Guidelines: Covid-19' to inform them on how we will reduce the risk of transmission with appropriate cleaning, hygiene and social distancing measures.
- Train our staff and first aiders on how to carry our Covid-19 related procedures, in line with the National Health Service (NHS) guidelines.
- Display posters and signs around the school to encourage and remind students of our social distancing guidelines.

Prior to re-opening, Capital School of English will...

Reduce risk

- Ask staff to complete a Medical Form and ensure that they do not come to school if they are 'vulnerable', have any symptoms, have tested positive for Covid-19 or have been in contact (in the last 14 days) with anyone who has.
- Ask all students to complete a pre-arrival 'Important Details' form which includes sections on health and recent travel. Further health and travel related information must be disclosed during the first day induction.
- Ask students with any pre-existing medical condition that puts them at a higher risk and therefore more vulnerable to Covid 19 are advised not to travel.
- Ask all Homestay Providers to complete a Health Care Check and ensure that they do not host students if they are 'vulnerable', have any symptoms, have tested positive for Covid-19 or have been in contact (in the last 14 days) with anyone who has.
- Identify any accommodation providers who are at a higher risk due to a pre-existing medical condition or work in a high-risk environment, and not place students in their care.
- Adjust our premises to ensure that rooms allow for adequate social distancing as much as possible and in line with the associated risk assessments.
- Designate a separate room in case someone presents with symptoms in our school.
- Cut down on the use of unnecessary shared materials and objects.
- Stockpile hygiene and cleaning products, and essential study items to avoid students sharing.

Capital School of English will welcome our students safely by:

- Asking them in advance to bring a face covering to use in school, on public transport or in a taxi.
- Encouraging the students to contact home after a safe arrival and more regularly throughout their stay.
- Reviewing the school's 'Staying Safe Guidelines' during the first day induction to ensure they understand the cleaning and hygiene measures in place.
- Informing the whole school community of any updates and changes.

To protect the safety and wellbeing of ALL in our school, Capital School of English will:

- Keep students in small group sizes and adjust the school program to ensure they remain in their 'bubbles' for classes and activities.
- Stagger arrival/exit times and break times to reduce the chance of crowding in the school, and to prevent the mixing of different class bubbles.
- Arrange all classrooms and common areas to ensure that all seats are spaced apart in line with the current social distancing guidelines of the UK government.
- Ensure that students and staff follow the cleaning and hygiene measures implemented by the school.
- Provide each member of staff with a face shield and antibacterial wipes.
- Ask students to wear a provided face shield when moving around common areas where it is harder to maintain social distancing.
- Conduct meetings online and carry out administrative duties digitally when possible via WhatsApp, Zoom or Teams.
- Ensure all staff and students follow a strict online appointment schedule should they need to speak to each other.
- Take all concerns seriously and react promptly if any student or staff member displays symptoms.



We Look
Forward To
Seeing You
Soon.