



COVID-19 Checklist for Young Learner Schools

Please note that COVID regulations are ever changing and this advice is valid at the time of writing (October 2020).



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Things to consider before opening your school:

You have carried out a deep-clean of all indoor spaces including classrooms, bedrooms, kitchens and bathrooms.	
You have current government guidelines* to hand in the instance that a student or staff member shows symptoms.	
You have evaluated and adapted your medical procedures to ensure compliance with the recommendations of public health bodies such as Public Health England**.	
You have produced your own COVID related risk assessments and continue to monitor and update them in accordance with government guidelines.	
You are aware of and comply with English UK's COVID-19 guidelines***.	
You have applied for Visit Britain's free UK-wide industry standard and consumer mark to reassure your customers that your business adheres to Government and public health guidance****.	
You have substitution procedures in place should a member of staff have symptoms, has tested positive or has been in contact with someone showing symptoms (within the last 14 days). The utmost care must also be taken to ensure that any staff showing symptoms do not have contact with students.	
You have a suitable isolation area to care for students who show symptoms and/or test positive.	
You have trained staff and host families in regards to the safe management of accommodation following current guidance and school procedures.	
Parents, guardians and agents have been informed of your school's COVID related policies.	

Things to consider before students leave home:

Students, their family, their guardians and their agents have been informed of arrival procedures and any questions that they may have have been answered. This information must include procedures at the airport, transport to school and quarantine procedures if necessary.	
Students, their family, their guardians and their agents have been provided with written information on arrival, at school procedures, including any information on non-students entering the building, i.e. parents, agents, etc.	
Students, their family, their guardians and their agents must be provided with emergency contact details including a 24 hour emergency telephone number.	
Students have been advised to bring at least 3 reusable masks with them.	

Things to consider when students arrive in the country:

The student is met by a named person who is aware of, and follows, appropriate social distancing guidance.	
The student is aware that we cannot shake hands and that appropriate protection will be worn when handling luggage, etc.	
The named person is wearing a face covering at all times when in proximity to the student in enclosed areas, especially in vehicles unless screens are provided.	
The journey to school is direct, the vehicle contains sanitiser and suitable wipes, and any required toilet stops are conducted in accordance with relevant safety guidelines.	

Things to consider when students arrive at school:

Students are immediately informed of, and understand, your school's COVID procedures including routines and arrangements.	
Students have the opportunity to discuss their fears, worries and concerns with a trusted adult.	

Things to consider during the course:

Students and staff adhere to appropriate social distancing in all areas of school.	
You have adequate hand washing facilities which are constantly stocked with soap and paper towels.	
Students and staff are washing their hands regularly.	
Hand washing facilities and hand sanitiser is readily available in key areas of your school.	
Students and staff are aware that they may raise any concerns.	

Students and staff are aware of any laundry procedures.	
Staff are provided with the necessary protection that they may need.	
Housekeeping staff carry out a thorough cleaning of accommodation, communal and all school areas regularly and are provided with any necessary protection.	
Students and staff have the opportunity to wear a mask whenever they deem necessary (e.g. while on transport, inside communal areas, queuing for the dining room, etc.) unless during activities when it may not be necessary.	
You have information boards/screens clearly displaying procedures such as COVID risk assessments, rules, mask wearing and social distancing.	
The number of staff and students in areas such as classrooms, dining rooms, bedrooms and bathrooms, etc. should be monitored so as to ensure social distancing.	
Any academic, activity, etc. equipment should not be shared between students unless appropriate safety measures have been implemented.	
Students and staff have access to indoor and outdoor spaces for recreation and capacity should be monitored in order to ensure social distancing.	
Temperature checks should be performed as and when necessary on students, staff and visitors.	
Students and staff should be made aware that any pandemic related bullying will not be tolerated.	

* Current UK government guidance - <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>.

** Public Health England guidance - <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>.

*** English UK's COVID secure guidelines - https://www.englishuk.com/uploads/assets/covid19_page/Covid-19-English-UK-member-centres-information-for-agents-on-reopening.pdf.

**** Visit Britain's 'We're Good to Go' application - <https://www.visitbritain.org/business-advice/were-good-go-industry-standard>.

Other Information

- This advice has been written and collated by Young Learners English UK using the advice and guidance available at the time of writing (October 2020).
- If you are a student, parent, guardian, agent or member of school staff reading this, please contact the school directly should you have any questions or concerns.
- For individual school policies, please contact the school directly.

Young Learners English UK (YLEUK)

Young Learners English UK is a special interest group of English UK for accredited providers of quality English language courses for young learners. We are committed to providing a safe and rewarding language learning experience for young learner students while in the UK, through a commitment to offering the highest standards of welfare, management and teaching.

YLEUK Objectives

- To raise the standard and profile of accredited courses for young learners in terms of content and quality.
- To continue to evaluate and improve standards of safety, welfare and child protection, in line with UK external advisory bodies (NSPCC, DCSF, NCSL).
- To enhance procedures and standards for staff selection, recruitment, and performance.
- To keep members up to date on the latest legislative changes and sector trends.
- To be the voice for junior course providers to the industry and the market.
- To represent the interests of members of the group at all times.
- To provide opportunities for peer discussion and training so as to continuously advance standards within the sector.

For more information about YLEUK including how to join, please visit www.yleuk.com or contact info@yleuk.com.