

# **Checklist for Partially Closing/ Closing an Adult Education Centre (19/03/2020)**

DfE announced on 18 March 2020 that adult education centres should close except for vulnerable learners. In the light of that announcement, we have drafted this checklist in the hope that it will help Heads of Service/ Chief Executives/ Principals to determine what needs to be done. Plus, we include a list of support materials and links. We will update when we have more information.

## **1. Scope**

Determine which centres should close or partially close.

## **2. Governance**

Ensure your advisory group, scrutiny group, governing body, board - and for LA providers, their elected members - know that the announcement covers adult education and let them know the steps you are taking to ensure learners and staff are kept safe, are able to carry on their learning, assessment and examinations, and are being encouraged to be positive and think of coming back in the autumn.

## **3. Study Packs and Distance/ Remote Learning**

It would be beneficial to both learners and centres that learning continues. We are aware that many of you are looking at remote/ online learning, but in the short term teachers should prepare study packs which include exercises, links to online resources and a link to a class WhatsApp or Facebook group where learners can continue to discuss the course etc. This will keep learners engaged and help with next year's recruitment.

## **4. Student Contact Details**

Know your students, try to make lists of email addresses so that teachers can keep in contact with students.

## **5. Vulnerable Learners**

If you have a set of SEND learners or other vulnerable learners, please work with other services to determine what is best for them. DfE is hopeful that you will continue to support these learners. They are producing a list of categories.

## **6. Staff**

You must follow government advice and ask staff to work from home. As with students, if staff are not used to working from home they might find it difficult and might not do well in an isolated situation. Please set up online forums and keep in daily contact by email giving updates etc.

You will also need to cover sessional staff and what their employments rights are. As DfE seems to be continuing to pay you on profile and may not use any claw back facilities you may want to consider what flexibility you have and ask these staff to continue teaching via remote working. We appreciate it is difficult when many

activities are full cost and you need the fees to cover their costs, but I am still hopeful that when DfE announces their set of flexibilities they will have a support fund. But, I can't confirm that today.

## **7. Subcontractors**

Please work with your subcontractors to see whether they can provide a remote offer. If you feel you have to close contracts, please check with your LA legal team. Remember those students are your students and they need to be treated in the same way as centre students.

## **8. Communication**

Provide regular updates to governors, members, staff and students, and your subcontractors/ partners.

You need to update your websites and other social media sites with core messages. Try to avoid saying 'service is closed until further notice'. Use terms like 'centre sites are now not available for classroom learning, however, we are working to put in place a remote offer'.

People have long memories and the word 'closure' will stay in their mind and they might not return - you will then have to work harder in the autumn to get them engaged. The same goes for staff, they need to feel that this is only a short to medium term measure, which it is.

## **9. Creche**

If you have a creche or children's centre, DfE are asking if that can be open longer and cover emergency service and key worker children.

**Key workers** include

- National Health Service
- Armed forces
- Teachers and childcare staff
- Care home workers
- Social workers
- Police officers, community support, civilian staff
- Prison officer or other probation staff
- Firefighters
- Local authority planners
- Environmental health officers
- Highway Agency traffic officers

## **10. Redeployment of Staff**

Many of you are being asked to determine whether any staff would be willing to be redeployed for the short term into emergency easing roles, such as being part of LA telephone helplines activity or even doing the rotas for care homes. This should be

encouraged, as not only does it take the strain off other services, it demonstrates your agility and willingness to be part of the greater effort.

## **11. Confirmed Cases**

If you have a confirmed case within your centres visit <https://www.gov.uk/health-protection-team>. They will assist in next steps, including helping to organise a deep clean of the college. This is not for suspected cases, for confirmed cases only.

## **Resources**

### **1. Links to support materials and DfE Guidance**

For the most up to date government advice on this matter, please visit <https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response>.

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

### **2. Support for those affected by Covid-19**

More information about the package of measures announced at Budget 2020 to support public services, individuals and businesses affected by Covid-19

<https://www.gov.uk/government/publications/support-for-those-affected-by-covid-19>

### **3. Guide to making best use of online learning**

<https://www.goodthingsfoundation.org/learn-my-way>

### **4. Supporting Your Staff with home working**

<https://www.jisc.ac.uk/blog/dont-forget-the-human-side-of-homeworking-11-mar-2020>

### **5. Continuity of learning**

<https://www.jisc.ac.uk/guides/ensuring-continuity-of-learning-during-enforced-absence>

### **6. Advice on Closure - TES Article from Ben Verinder**

<https://www.tes.com/news/coronavirus-how-communicate-students-and-staff>

### **7. TES Guide on Closures - written for schools but does give some pointers for things to consider**

<https://www.tes.com/news/coronavirus-your-complete-planning-guide-closures>

### **8. Greater Manchester Portal for COVID19**

<https://secure.manchester.gov.uk/info/500361/coronavirus>