

17th April 2020



FAO All Staff of Bradgate Education Partnership

Dear All

Coronavirus (COVID 19)

We hope that you all have at some point managed to get some form of rest during the Easter Holidays and spent some quality time at home with your families.

Government Update

As you will most probably be aware, the government has extended the lock down for a further three weeks with the expectation that it is likely to continue for longer. In light of this, we as a Trust will continue to operate our schools for key worker children and students. This is obviously very different to how we are used to working, but necessary at this time. If you have any queries in relation to this, please discuss with our Head Teacher/Principal directly.

IT Acceptable Use Policy

Given that the lock down has been extended, it is an opportune time to remind all staff about the use of electronic work devices from home, the policy supports all staff to stay safe at this time, particularly whilst we are connecting and supporting students in different ways than we normally would do so. Please find enclosed a copy of the policy as a reminder, if you do have any queries please discuss this with your Head Teacher/Principal in the first instance.

Mental Health & Wellbeing

It is probably safe to say that all of us are feeling that the impact of the coronavirus and the government measures that have been put in place, I am sure that we are all missing family and loved ones. There are some great resources out there that are supporting people to stay active, eat well and finding alternative ways to stay connected. We have provided some information below for you to access:

- **Employee Support Programme** – Enclosed at **Appendix 1** are the details of the Trust's Employee Support Service, the service provides 24/7 online and telephone advice. They also provide counselling to those who feel they need it, at present they are providing telephone/skype counselling services. The service is free and is confidential, it can be used by you as an employee of the Trust and your close family members.
- **Mind** – Practical advice from Mind the Mental Health Charity is contained in the link below:

<https://www.mind.org.uk/information-support/coronavirus/>

We have also provided some practical advice taken directly from the Mind website about practical day to day living at **Appendix 2**.

Bradgate Education Partnership Trust is a company limited by guarantee, registered in England and Wales.
Company Number: 08168237. An exempt charity.

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Thank you once again to our front line staff who are supporting the schools in staying open for key workers at this time, to those who are supporting online and virtual learning and those who are supporting the administrative running of the Trust and its schools. Thank you also to all of our Head Teachers and Principals who are leading our schools during these very different times.

Yours Sincerely



Gareth Nelmes
Chief Executive Officer



Dean Pomeroy
Director of Schools

Cc: *All Trust Head Teachers/Principals*
Unions

Appendix 1



This helpline offers you and your family counselling and advice on a variety of personal, family or workplace issues.

The service is paid for by your employer and is provided by a professional organisation, *Wellbeing Solutions Management*. There is no cost to you and all calls are confidential.

Whatever our age, background or role in life, from time to time we all have problems – whether personal, family, or work-related. Talking to a counsellor or an advisor can help us understand a problem, try a different approach or just learn how to cope with a situation that we can't change. Our aim is to help you find your own solution to whatever is worrying you.

Confidentiality

This is a confidential and anonymous service provided by an independent organisation. No personal or identifying information is communicated to your employer.

Only in the most extreme and unusual circumstances would your confidentiality and anonymity ever be broken, for example, if our clinical professionals considered that you may be a significant danger to yourself or others around you. In these circumstances, you would be informed when this happens.



Legal



Older People



Emotions



Money



Work



Relationships



Health



Addictions



Family



How to get Support

Making Contact:

You and any family member (living at your address and aged over 16) can contact the Employee Assistance Helpline 24-hours a day, 365 days a year. We'll ask for the name of your employer and a convenient time for one of our counsellors or advisors to call you back.

Alternatively you can book an appointment online: employeeassistance.org.uk

Emotional Support:

If you would like the support of a counsellor, we will arrange a telephone counselling session at a time to suit you. Our counsellor may recommend further counselling sessions to help you overcome a more troubling issue.

Practical Advice:

If you need professional advice or factual information on any legal, money, health, work or personal issue, we can arrange for a free telephone consultation with one of our many specialist advisors.

24/7 freephone:

0800 328 1437

From outside the UK: +44 (0) 1482 661 814
Minicom: 01482 661 911 (8.30 am – 6.00pm)

Online:

employeeassistance.org.uk

Appendix 2



<https://www.mind.org.uk/information-support/coronavirus/>

Food:	do you have a way to get food delivered if you need to self-isolate?
Cleaning:	do you have cleaning supplies?
Work:	can you carry on working, including working from home?
Medication:	do you have enough medication, or a way to get more?
Health:	can you reorganise any planned therapy or treatments?
Connectivity:	have you got ways to keep in contact with people you see regularly, like their phone numbers, email addresses? Do you need help setting up digital communication, like a video calling app?
Routine:	can you create a routine or timetable for yourself? And if you live with other people, should you create a household schedule? Do you need to agree how the household will run with everyone at home all day?
Exercise:	is there any physical activity you can do inside your home, like going up and down the stairs, using bean tins as weights, or exercises you can do in your chair?
Nature:	have you thought about how you can bring nature into your home? Can you get some seeds and planting equipment delivered, or put up photos of green spaces?
Entertainment:	have you thought about things to do, books to read or TV shows to watch?
Relax:	have you got materials so you can do something creative, such as pencils and paper?