



## Safe Working Practices: Coronavirus

**MyBnk is prepared and ready to restart face-to-face deliveries of our expert-led financial education programmes for young people.**

We have implemented a range of coronavirus protection measures to minimise risk to young people, your staff and ourselves before, during and after our sessions.

These measures are listed below. We are happy to discuss any specific requirements you may have.

### **MyBnk's trainers:**

- ⚡ Have completed a coronavirus awareness course, have been trained and instructed to comply with government guidelines and MyBnk's policies and procedures including observing social distancing rules with staff and young people. Further specific guidance for our trainers are available on request.
- ⚡ Depending on UK Gov guidance and your policies, can wear a clear-window face mask or visor which will be used on an optional basis during delivery.
- ⚡ Have been provided with personal hand gel, tech-safe sanitising wipes and face masks.
- ⚡ Bring their own lunch and will remove their rubbish as necessary.
- ⚡ Adhere to public transport rules on face coverings.
- ⚡ Are DBS checked – meaning, policy permitting, a chaperone is not required. We will still need a member of staff to be present in-session.

### **Resources:**

All paper worksheets / booklets / digital tablets are prepared in advance to avoid the risk of infection.

- ⚡ Packed at MyBnk, dated and sealed. Trainers will only open sealed resource envelopes directly in the classroom or meeting room.
- ⚡ Students and teachers will access 'clean' resources directly.
- ⚡ Trainers will use hand sanitiser and tech-safe disinfectant wipes as necessary, if required to handle equipment and distribute resources.



- ⚡ Third party equipment suppliers have been consulted to follow guidance and take necessary precautions.

### MyBnk HQ:

- ⚡ Maintains a central database of all our deliveries to aid NHS Track and Trace with names, dates and contact details.

Are controlling contact by:

- **Primary Schools** – Assigning the same trainer for all three sessions over the six weeks.
- **Secondary/Sixth Forms** – Assigning the required number of trainers to you for one day.
- **Non-school environments** – Assigning the same trainer for both/all four dates and provide their name to the organisation.

If, in the case of an emergency or illness we need allocate a different trainer, we will let you know as soon as possible, providing their name and recording changes on our system.

- ⚡ Non-MyBnk staff will not attend sessions, at least, through September.

### Requirements of Schools and other host organisations:

- ⚡ To follow government guidelines and observe social distancing rules.
- ⚡ To provide any specific policy information in advance – at least one week before delivery in our scheduled pre-call.
- ⚡ Provide suitable sized and well-ventilated rooms that allow for social distancing. We would recommend the use of a single classroom/room per trainer for the day, rather than room changes.
- ⚡ Accessible hand washing facilities, if required by trainers.
- ⚡ Please inform us of any participants/staff members in our sessions that may be high risk.
- ⚡ Comply with Test and Trace and contact MyBnk Head Office on 020 3581 9920 if there has been a case of coronavirus at your school/organisation.



- ⚡ We require a computer/laptop and interactive whiteboard/projector or flipchart. Please let us know in advance if accessing any of this equipment is an issue.
- ⚡ Schools only: the lead contact to record the names of the classes where each trainer delivered.
- ⚡ Non-schools, the lead member of staff to provide a list of attendees (also needed for qualification certificates).

### **MyBnk Cancellation Policy**

Whilst social distancing is in place – we aim to be flexible with our minimum and maximum numbers and cancellation policy where possible.

Schools and organisations are currently able to make changes to bookings up to two weeks before without charge.

Our sessions require a minimum number of young people:

- ⚡ School Deliveries: Minimum 12 Participants, Max 30.
- ⚡ Young Adults (Money Works): Minimum 6 Participants, Max 15.\*

\*Please note that if interpreters are required – this will impact how many young people we are able to accommodate in the room, in addition participant numbers will depend on the size of the room.

Earlier notice of time changes or issues with numbers increases the likelihood of us being able to accommodate alterations.

We expect strong teacher/organisation staff support in our sessions for both behaviour management and compliance with social distancing.

As part of general coronavirus protection measures MyBnk reserves the right to cancel/amend any booking if necessary and suspend overall delivery with immediate effect. We will aim to work with schools/organisations to provide alternative virtual methods/future dates for face-to-face where possible.

**Please contact [jaderowlands@mybnk.org](mailto:jaderowlands@mybnk.org) or call 020 3581 9920 if you have any questions related to these measures.**

**Many thanks**

**Team MyBnk**