The priority of Hartlepool Borough Council’s Learning & Skills Service is to ensure the health, safety and well-being of all staff, learners, volunteers and visitors. In order to achieve this and, in line with Government guidance, the Service has adopted the Department for Education COVID-19 Guidance which was published on Thursday 2nd July 2020.

This has allowed us to effectively implement measures that will enable the safe return of staff, learners, volunteers and visitors into our education, employment and training provision.

These measures include:

* The COVID Guidance is available to all learners, participants and visitors on the Learning & Skills Website: [www.hartlepool.gov.uk/learningandskills](http://www.hartlepool.gov.uk/learningandskills).
* All staff, volunteers and learners are strongly encouraged to access regular testing through the Mass Asymptomatic Testing Site at Mill House Leisure Centre. You can book a test by phoning 01429 523330 or using the following link:

<https://online.hartlepool.gov.uk/service/COVID_19_Community_testing>

* We will be adhering to and supporting the NHS Test and Trace. This means that we need to ask you the following additional questions:

|  |  |  |
| --- | --- | --- |
| **1.** Are you currently experiencing any symptoms of COVID-19? |  🞏 Yes |  🞏 No |

|  |  |  |
| --- | --- | --- |
| **2.** Is anyone in your household currently experiencing any symptoms of COVID-19? |  🞏 Yes |  🞏 No |

|  |  |  |
| --- | --- | --- |
| **3.** Have you been in contact with anyone in the last 7 days who has symptoms of COVID-19?  |  🞏 Yes |  🞏 No |

Please note that if you have answered ‘Yes’ to any of these questions then, you should go online and obtain a test by contacting 111 or going onto – <https://111.nhs.uk/covid-19>.

I confirm that I will abide by the information contained within the COVID Guidance and other learner policies such as the Code of Conduct in order to safeguard the Health, Safety and Wellbeing of everyone accessing the Service. To support the work of NHS Test and Trace, I agree to inform the Service immediately if I develop any symptoms of COVID-19.

Your information will be processed in line with the Data Protection Act 2018Further information about use of and access to your personal data, information about how long we retain your data, and how to change your consent, please visit: <https://www.hartlepool.gov.uk/downloads/download/882/privacy_notices>

**Participant Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Participant Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_