

Oxfordshire County Council – Safeguarding & Disability Awareness Training

Safeguard and disability awareness training during coronavirus restrictions

As a result of the coronavirus (COVID-19), there are still several measures and restrictions in place to ensure the safety of both staff and trainees.

These measures must be adhered to; staff are within their rights to ask you to leave the session if you fail to comply with any of the measures outlined in this document.

Arriving at the venue:

- You will be required to “check in” using the QR codes and NHS COVID-19 app when arriving at your training course. **Please ensure you have downloaded the NHS COVID-19 app before arriving at the venue.** Information on how to download the app for your smart phone can be found here: [The NHS COVID-19 app support website - NHS.UK](#)
- Please ensure you queue with a 2m gap between people. Social distancing rules must be adhered to at all times.
- Please arrive 15minutes before the start of your session to allow for sign in.
- Hand sanitising facilities will be available at the venue and must be used on entry to the training room.
- A face covering must be worn from the point of arrival and throughout the training course unless an exemption has been declared and acknowledged in advance as per the instructions in the email correspondence from the Training Team. **You must supply your own face covering and it must be worn over the mouth and nose;** failure to follow this may result in you being asked to leave the training course.
- Within the training room, please only sit at the designated desks. Please also start filling the room from the furthest desk to avoid having to break social distancing.
- You must not attend the session if you have any symptoms or have come into contact with any cases of COVID-19. This will apply for the 7 days before the session as well as the day of the session.
- This list is not exhaustive, and trainees must follow instructions from staff throughout training.

During the session:

- You must bring your pens, paper and refreshments.
- You must take all your belongings and equipment (pens/paper etc.) away with you at the end of the session to avoid any cross contamination.
- If you need to use the bathroom facilities, you will only be able to leave the room one at a time and must maintain social distancing throughout the building.
- There will be a 45 minutes time limit for the end-point test and there will be NO retake opportunity.
- Staff are not able to assist with the test including the reading of questions. Similarly, other trainees on the course will not be able to assist another trainee with the test including the reading of the questions.

If this is going to cause any problems, we suggest delaying booking on to a course until this restriction is lifted/amended.

For OCC Badged Drivers Please note: *If you fail the course you will be unable to retake it for 3 months if it's your first failure; if you currently hold an OCC Transport badge, you will also have your badge revoked with immediate effect. District councils each have their own process for failures that you will need to adhere to.*

- Staff and trainers will be wearing face coverings throughout the course.
- You will not receive your test results on the day of the course.
- You will be emailed your certificate after the course if you pass. If you do not pass, you will be notified of this by email.
- After you complete the test, staff will inform you when you can leave the training room, and by which exit. You must maintain social distancing from others when exiting the building.

Further information about the training course can be found on the training website: [Safeguarding and disability awareness training for drivers of vulnerable passengers | Oxfordshire County Council](#)