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| New Logo 2 | | | | Barnardo’s | | |
| Corporate Policy | | |
| **Temporary Policy Adjustments for Coronavirus Policy** | | | | | | |
| **Sponsor:** | | Director of People & Culture | | | | |
| **Owner:** | | People Strategy & Projects | | | | |
| **Date Approved:** | | February 2023 with Policy review 31 July 2023 | | | | |
| **Date for Review:** | | As Government or Barnardo’s policy changes | | | | |
| **Distribution:** | | Not confidential – Internal and external use | | | | |
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| 1. **Purpose** | | | | | | |
| The purpose of this policy is to:   * set out the current temporary adjustments that have been put in place to existing People policies to support working arrangements through the coronavirus pandemic. * provide information on the actions that colleagues can take to help reduce the risk of catching Covid-19 and passing it on to others. These actions will also help to reduce the spread of other respiratory infection, such as flu, which can spread easily and may cause serious illness in some people.   Barnardo’s will continue to review this policy and amend or withdraw provisions to adapt to the changing external environment. Once a temporary adjustment is removed from this policy, the previous policy provisions will apply. Any permanent changes will be subject to the usual internal review and approval processes, including an EIA. | | | | | | |
| 1. **Scope** | | | | | | |
| The policy applies to all colleagues in Barnardo’s. | | | | | | |
| 1. **Definitions and Key Concepts** | | | | | | |
| None | | | | | | |
| 1. **Roles and Responsibilities** | | | | | | |
| **Colleagues** are responsible for adhering to the requirements set out in this Policy.  **Line Managers** are responsible for being aware of where there are changes to the current policy provisions and ensure they are working to the correct guidance. Dealing with any situations covered by the policy in accordance with the provisions set out below.  **People Teams** are responsible for advising colleagues and line managers on this policy.  **People Strategy & Projects Team** is responsible for ensuring this policy complies with current statutory obligations and government guidance around coronavirus; and keeping up to date with any legal changes and updating this policy, and other associated documents or processes accordingly. | | | | | | |
| 1. **Policy** | | | | | | |
| **5.1 Sickness Absence Policy**  Colleagues who are unwell with symptoms of a respiratory infection including Covid-19 symptoms or receive a positive Covid-19 test result should report their sickness absence in the usual way to their line manager and follow Barnardo’s [Sickness Absence-policy](https://inside.barnardos.org.uk/employee-and-volunteer-support/taking-time/sickness-absence-policy).  With many colleagues working remotely under the Barnardo’s hybrid working offer, these colleagues will be able to work from home if they feel well enough to do so, otherwise they should report their absence in the usual way under Barnardo’s Sickness Absence policy. Colleagues who cannot perform their role from home, should report their absence in the usual way under Barnardo’s Sickness Absence policy.  All decisions made regarding working and infectious diseases must be discussed and agreed with the line manager. | | | | | | |
| **5.1.1 – Testing for Covid-19** In accordance with the relevant Nation Administration guidance, Barnardo’s encourages any colleague who is experiencing potential Covid-19 symptoms to get a test.  Barnardo’s is supportive where colleagues are guided to stay at home and avoid contact with people as provided under relevant National Administration guidance in force at the time.   Colleagues should note that variations do exist in the guidance for people with symptoms of a respiratory infections, including Covid-19 between the four different Nation Administrations. **Colleagues are therefore responsible for ensuring they check and follow the most up-to-date Nation guidance depending on their own circumstances and role as follows:**  **5.1.2 Guidance for colleagues with symptoms of a respiratory infection including Covid 19, or a positive test result for Covid-19**  Colleagues who develop symptoms of a respiratory infection including Covid-19 should follow public health guidance (set out at the links below) and stay at home and avoid contact with others, until they no longer have a temperature (if they had one) and feel well enough to resume normal activities.   * Colleagues who test positive for Covid-19 should stay at home and avoid contact with other people for 5 days after the day of the test, or from the day symptoms started (whichever was earlier). If after this time, colleagues feel well enough to resume normal activities and no longer have a temperature (if they had one) they can safely return to the workplace. Otherwise, they should continue to follow public health guidance. * Cymru: [Guidance for people with symptoms of a respiratory infection, including COVID-19 | GOV.WALES](https://gov.wales/guidance-people-symptoms-respiratory-infection-including-covid-19) * England: [Public health guidance (England)](https://www.gov.uk/guidance/people-with-symptoms-of-a-respiratory-infection-including-covid-19) * Northern Ireland: [Coronavirus (COVID-19): testing and stay at home advice | nidirect](https://www.nidirect.gov.uk/articles/coronavirus-covid-19-testing-and-stay-home-advice) * Scotland: [Coronavirus (COVID-19) | NHS inform](https://www.nhsinform.scot/covid19)   As most people can no longer access free testing for Covid-19, public health guidance includes:   * Actions people can take to protect others if they are unwell with symptoms of a respiratory infection, including Covid-19, and have not taken a test for Covid-19. * Advice for people who have taken a Covid-19 test and have received a positive test result.   Colleagues who need further advice should contact their line manager, People Team or Safety Adviser.  **5.1.3 Colleagues working in Heath & Social Care settings**  Additional guidance for colleagues working in Health and Social Care settings is set out below:  If colleagues test positive, they are to avoid contact with Barnardo’s colleagues and service users for at least 5 days and avoid meeting those at higher risk of Covid until day 10. They are to return to work after 2 consecutive negative tests. Should a colleague continue to test positive after day 7, please contact your Safety Adviser as the organisation may need to receive advice from a local public health protection team.   * Cymru: [COVID-19 testing for health and social care workers | GOV.WALES](https://www.gov.wales/covid-19-testing-health-and-social-care-workers) * England: [Managing healthcare staff with symptoms of a respiratory infection or a positive COVID-19 test result - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/covid-19-managing-healthcare-staff-with-symptoms-of-a-respiratory-infection/managing-healthcare-staff-with-symptoms-of-a-respiratory-infection-or-a-positive-covid-19-test-result) [COVID-19 testing in adult social care - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/coronavirus-covid-19-testing-for-adult-social-care-settings/covid-19-testing-in-adult-social-care) * Northern Ireland: [Guidance for HSC staff, healthcare workers and care providers | HSC Public Health Agency (hscni.net)](https://www.publichealth.hscni.net/covid-19-coronavirus/guidance-hsc-staff-healthcare-workers-and-care-providers) * Scotland: [Health and social care staff - Coronavirus (COVID-19): staying at home - gov.scot (www.gov.scot)](https://www.gov.scot/publications/coronavirus-covid-19-getting-tested/pages/health-and-social-care-staff/)   Colleagues who need further advice should contact their line manager, People Team or Safety Adviser.  **5.1.3.1. Covid Testing**  Covid-19 tests are no longer free for most people. However, some people can still get free Covid-19 lateral flow tests from the NHS including individuals who have an eligible health condition or work in a healthcare or adult social care setting.  Again, colleagues should note that variations do exist in the guidance between the four different Nation Administrations and colleagues are therefore responsible for ensuring they check and follow the most up-to-date information depending on their own circumstances and role as follows:   * Cymru: [Get tested for coronavirus (COVID-19) | GOV.WALES](https://www.gov.wales/get-tested-coronavirus-covid-19) * England: [Who can get a free NHS coronavirus (COVID-19) rapid lateral flow test - NHS (www.nhs.uk)](https://www.nhs.uk/conditions/coronavirus-covid-19/testing/get-tested-for-coronavirus/) * Northern Ireland: [Coronavirus (COVID-19): testing and stay at home advice | nidirect](https://www.nidirect.gov.uk/articles/coronavirus-covid-19-testing-and-stay-home-advice) * Scotland: [Coronavirus in Scotland - gov.scot (www.gov.scot)](https://www.gov.scot/coronavirus-covid-19/)   Colleagues working in high-risk settings, i.e. a recognised Care Quality Commissioned service (CQC), will be provided with free lateral flow tests and these will be supplied locally. Other Barnardo’s services that are “deemed” to be potentially high risk by the organisation, for instance those where colleagues are working directly in close contact with vulnerable service users, local managers will use their discretion for their colleagues with support in providing free tests.  Colleagues working in services outside of these high-risk settings, who experience symptoms of a respiratory infection including Covid-19 should stay at home and take a lateral flow test. Barnardo’s will provide for a Covid-19 lateral flow test should a colleague be ineligible for a free test but is required to take one at Barnardo’s request. Colleagues can claim the cost of any purchased test kit via expenses.  If colleagues are at home and feel unwell/have symptoms, the advice is to purchase a test and administer the test before deciding (based on the results) whether to come into work or not. If a colleague’s test is negative and they feel well enough to resume normal activities, they can return to the workplace having discussed and agreed this in advance with their manager.  Managers should contact their Local Safety Adviser should they need to work through specific scenarios for specific services.  Colleagues are reminded that personal good infection control measures are paramount to prevent the spread of infectious diseases.   **5.1.4 Periods of self-isolation**  Whilst there is no longer a legal requirement to self-isolate following a positive test result, colleagues should continue to follow public health guidance, and specifically the guidance for working in health and social care setting, where relevant, see **5.1.2.**  Dependent on the activity a colleague performs within their role/service, may result in having to apply health and social care rules as to what action is taken particularly if testing positive. If colleagues feel unwell, or know they are displaying symptoms, they should test.  Where self-isolation is recommended and a colleague who is unable perform their role from home the maximum period of self-isolation, advised by the relevant National Administration (in any one occasion) can be taken as a paid period of special leave.  **Please note:** These special leave provisions **do not** cover situations of enforced self-isolation after returning to the UK from a trip abroad – see section 5.5.2 below.  **5.1.5 – Medical Evidence of Covid-19 absence** Ordinarily colleagues who are absent from work due to Covid-19 will not need to provide a GP Fit Note. However, Barnardo’s reserves the right to request a Self-Isolation Note where necessary [Get an isolation note - NHS (111.nhs.uk)](https://111.nhs.uk/isolation-note/). In addition, Barnardo’s reserves the right to request a colleague to test for Covid-19 and they may be asked to show their test results to their line manager. Barnardo’s will provide a Covid-19 lateral flow test should a colleague be ineligible for a free test but who is required to take one at Barnardo’s request.  **5.1.6 – Colleagues previously considered Clinically extremely Vulnerable**  There is separate guidance for people who have been informed by the NHS that they are at higher risk of becoming seriously unwell as follows:   * [Cymru](https://gov.wales/shielding-extremely-vulnerable-people) * [England](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19) * [Northern Ireland](https://www.nidirect.gov.uk/articles/coronavirus-covid-19-guidance-clinically-extremely-vulnerable-and-vulnerable-people) * [Scotland](https://www.gov.scot/publications/covid-highest-risk/)   **5.1.7 – Adjustment to sickness absence triggers** Any covid-19 absences will currently continue to be discounted for the purposes of sickness absence triggers. (This is subject to review).  **5.1.8 – Covid 19 Vaccinations** Barnardo’s encourages uptake of all doses of the vaccination and boosters among eligible colleagues to protect themselves and everyone else in the workplace.  Time off for appointments for covid vaccination is covered within the existing provisions for medical appointments set out in [Additional leave (paid and unpaid) policy | Inside Barnardos](https://inside.barnardos.org.uk/employee-and-volunteer-support/taking-time/additional-leave-paid-and-unpaid-policy) This allows sufficient paid time off to attend the appointment, including any required recovery period.  Managers in Children’s Services may receive requests from funders or commissioners about levels of vaccinations within their service. Such requests must be handled in accordance with the guidance set out in [CS H&S Covid FAQs](https://livelink.barnardos.org.uk/otcs/llisapi.dll/open/341790984).  **5.1.9 – Data Protection**  Colleagues are reminded that health data is sensitive personal data and must not be shared wider than is necessary for processing purposes and must be stored confidentially and kept for no longer than is required. Colleagues must not share the identity of a worker who has tested positive with other workers unless there is a very clear justification under current data protection legislation.  Personal data is maintained in line with Barnardo’s Data Protection and Information Security policies and the purpose for processing staff data is set out in Barnardo’s [Privacy Notice](https://www.barnardos.org.uk/privacy-notice) at [www.barnardos.org.uk/privacy-notice](http://www.barnardos.org.uk/privacy-notice)  **5.2. Additional Leave Policy (Paid and Unpaid)**  **5.2.1 Carers’ Leave**  To support colleagues with their caring responsibilities, paid carers’ leave will temporarily increase from 5 to 10 days (pro-rated for part-time colleagues) in any 12-month rolling period.  **5.2.2 Short-Term Unpaid Leave Provisions (up to 4 weeks)**  Where a colleague needs to request a short-term period of unpaid leave, subject to line manager agreement, the amount of unpaid leave to be deducted can be spread out over the remainder of the financial year.  **5.3 Performance and Development Review (PDR) Policy**  **5.3.1 PDR Process**  Barnardo’s has reviewed its PDR process for the 2022/23 season and a revised form, policy and a new frequently asked questions information sheet has been issued (see [performance-development-review-pdr-2022](https://inside.barnardos.org.uk/employee-and-volunteer-support/performance/performance-development-review-pdr-2022)).  **5.3.2 Performance Related Honorariums**  Performance related honorariums have been withdrawn. The [honorarium policy and form](http://livelink.barnardos.org.uk/otcs/llisapi.dll/open/300154673) have been updated accordingly.  **5.4 Flexible Working Policy** Managers and colleagues are encouraged to make use of the current informal flexible working arrangement provisions to help staff better manage their needs e.g., flexing working times around caring commitments, commuting to avoid busy periods or a flexible approach around homeworking.  Any informal arrangements agreed are made in acknowledgment of the current working environment and current needs and will not set a precedent for the request and agreement of any formal arrangements in the future.  Going forwards managers and colleagues should consider using the Hybrid Working Offer to support a more flexible approach to work location (see section 5.6 below).  **5.5 Annual Leave**  **5.5.1 Carry over annual leave**  Working Time (Coronavirus) (Amendment) Regulations 2020 came into force on 26 March 2020 and allowed colleagues to carry over the four weeks’ leave required under the Working Time Directive into the next two holiday years.  In support of this, for the 2022/23 annual leave year (and similarly the previous annual leave year 2021/22) it was agreed that colleagues could carry over up to 8 days (pro-rated for part-time colleagues) automatically where it had not been operationally practical for colleagues to use their full 2021/22 annual leave entitlement due to the impact of the pandemic (for example due to increased workload or furloughs within the team), with any additional leave over 8 days (FTE) being subject to discussion and line manager agreement.  For the next annual leave year 2023/24 commencing on the 1 April 2023, the automatic carry over will revert to that applied in previous years and prior to the pandemic, which is a balance of up to 1 week’s contractual hours will automatically carry forward into the new leave year, and this will be reflected on the D365 system. Permission to carry over untaken annual leave in excess of 1 week’s contractual hours will only be given in exceptional circumstances and requests must be made in writing to the manager before the leave year ends.  **5.5.2 Travelling Abroad**  Colleagues are advised that when making plans to travel abroad that they refer to the current guidance and visit the [Foreign travel advice - GOV.UK (www.gov.uk)](https://www.gov.uk/foreign-travel-advice)  website for relevant information.  Cymru’s guidance is [here](https://gov.wales/exemptions-self-isolation-coronavirus-covid-19-html)  Scotland’s guidance is [here](https://www.gov.scot/publications/coronavirus-covid-19-public-health-checks-at-borders/pages/exemptions/)  Northern Ireland’s guidance is [here](https://www.nidirect.gov.uk/articles/coronavirus-covid-19-travel-advice)  **Please note –** No travel is completely risk free due to COVID-19 and some countries may further restrict travel or bring in new rules at short notice, for example due to a new Covid-19 variant. If unplanned additional periods of leave are required when travelling abroad, such as your travel company or airline making changes which may delay your journey home, colleagues will be required to cover these periods from their annual leave entitlement and/or unpaid leave.  **5.6 Hybrid Workplace Offer** Barnardo’s continues to embed its Hybrid Workplace Offer which includes the use of Collaboration Hubs and flexible desk spaces. Full details, guidance and resources are available at [Hybrid Workplace Offer | Inside Barnardos](https://inside.barnardos.org.uk/employee-and-volunteer-support/hybrid-workplace-offer)    Barnardo’s Hybrid Workplace Offer is permissible within the UK (with the exception of colleagues providing Barnardo’s services in Jersey and those who live in the Republic of Ireland providing services in Northern Ireland). Working outside of the UK therefore will only be considered in exceptional circumstances, and only as a short-term, interim working arrangement. Requests by colleagues to work from a location outside of the UK will be subject to HMRC guidelines and must be discussed with their manager in the first instance prior to such requests being considered and approved at Director/Corporate Leadership Level, as appropriate, before any work from a location outside of the UK is undertaken.   Any Hybrid working updates are sent to all colleagues and additional information can be found on [Workplace](https://barnardos.workplace.com/groups/561770164977822).  Colleagues currently working from home should continue to do so unless advised that they may return to their work location. If a colleague needs to return to work within a building which is not currently open, this must be discussed in the first instance with their line manager and signed off at Director level. | | | | | | |
| 1. **Associated Legislation, Guidance, References and Documents** | | | | | | |
| * Sickness Absence Policy * Additional Leave (paid and unpaid) * PDR Policy & FAQ document * Flexible working policy * Annual leave and bank holiday entitlement * Homeworking Policy * Hybrid Workplace offer * Corporate Safety Briefing Note Covid Update August 2022 (latest) | | | | | | |
| 1. **Risk Assessment** | | | | | | |
| The policy presents a low-risk rating and therefore will be reviewed as and when Government Guidance or Barnardo’s policy changes. Statutory changes and any legal or organisational developments may prompt more frequent reviews. | | | | | | |
| 1. **Compliance and Oversight** | | | | | | |
| In addition to the compliance and oversight arrangements set out under Roles and Responsibilities, the following applies:   * The Policy Owner will ensure that management information demonstrating adherence to and compliance with this Policy is produced and provided to relevant parties, as required. * Feedback from UNISON and Barnardo’s EDI Networks. * Audit and Assurance may periodically and independently review adherence to and compliance with this Policy and associated procedures and processes across the Charity in line with their approved audit and inspection plans. | | | | | | |
| 1. **Document History** | | | | | | |
| **Ver**  **sion** | **Date** | **Author** | **Status** | | **Approval (by / when)** | **Comments** |
| 1 | June 2020 | People Strategy & Projects Team | Approved temporary adaptations | | CLT | Temporary Policy issued to cover the coronavirus pandemic |
| 1.1 | July 2020 | People Strategy & Projects Team | Approved temporary adaptations | | n/a updated in accordance with external guidance | Section 5.4.1 updated in line with current ACAS guidance |
| 1.2 | July 2020 | People Strategy & Projects Team | Approved temporary adaptations | | 27.07.20 CLT | Section 5.1.2 updated and new section 5.6.3 added to reflect policy on self-isolation after travel abroad. |
| 1.3 | Oct 2020 | People Strategy & Projects Team | Approved temporary adaptations | | n/a updated in accordance with external guidance and previous CLT comms | Sections 5.1, 5.3, 5.7 updated. |
| 1.4 | Nov 2020 | People Strategy & Projects Team | Approved temporary adaptations | | n/a updated in accordance with Government guidance and CLT decisions | Sections 5.1.5 & 5.7 updated.  New section 5.3.2 added. |
| 1.5 | Feb 2021 | People Strategy & Projects Team | Approved temporary adaptations | | n/a updated in accordance with Government guidance and CLT decisions | Sections 5.3.1, 5.6.2 & 5.6.4 updated  New sections 5.1.7 & 5.6.3 added  Section 5.6.3 renumbered to 5.6.4 |
| 1.6 | August 2021 | People Strategy & Projects Team | Approved temporary adaptations | | n/a updated in accordance with Government guidance and CLT decisions | Sections 5.1.1, 5.1.2, 5.1.4, 5.1.6, 5.3.1, 5.4.1, 5.5, 5.6.2, 5.6.4 & 5.7 updated  Section 5.6.3 removed  Section 5.6.4 renumbered to 5.6.3 |
| 1.7 | Jan 2022 | People Strategy & Projects Team | Approved | | Updated to take account of the end of furlough, change in government guidance regarding self-isolation, change to Fit Notes and WFA being permissible within the UK | Sections 5.1.1 and 5.7 updated, Sections 5.4 and 5.6.1 removed, 5.1.4 added. |
| 1.8 | 27 Jan 2022 (2nd Update) | People Strategy & Projects Team |  | | N/A Updated to take account of the end to the temporary change to GP fit notes, compulsory vaccination for colleagues working in CQC services and the carry-over of annual leave into the next annual leave year (approved by CLT) | Sections 5.1.4,5.1.7.1 (new), 5.1.8,5.5.1. |
| 1.9 | 11 Feb 2022 | People Strategy & Projects Team |  | | N/A Updated to reflect that compulsory vaccination for colleagues working CQC services has been paused, review of PDR process and form for 2022/23 PDR season and removal of reference to Temporary Homeworking policy. | Sections 5.1.7, 5.1.7.1, 5.3.1 5.6, 6. |
| 1.10 | 24 Feb 2022 | People Strategy & Projects Team | Approved | | Updated to take account change in self-isolation rules and it no longer being a legal requirement (England), revoke of The Health Protection (Coronavirus, Restrictions) (England) and end of contact tracing (England). Shielding for the extremely clinically vulnerable also updated including link to current guidance. | Sections 5.1.1, 5.1.3 (new) 5.1.6. |
| 1.11 | 1 April 2022 | People Strategy & Projects Team |  | |  | Sections removed as set out in previous version: 5.1.8, 5.1.8.1, 5.1.9,5.1.5, policy sections updated:5.3.1,5.1.7,5.1.8, 5.1.11. |
| 1.12 | 20 May 2022 | People Strategy & Projects Team |  | | General update and to take account of the lifting of restrictions in Scotland on 1 May 2022. | Sections 5.1.1 updated, new sections 5.1.3,5.1.3.1,5.1.3.2. |
| 1.13 | 6 Feb 2023 | People Strategy & Projects Team |  | | General update to take account of Nation Administration Guidance – no significant changes. | Sections 5.1.2 & 3 amalgamated, Sections 1, 5.1.3.1 – previously 5.1.3.2),5.1.4, 5.1.6, 5.2 5.5 & 5.6 updated, 5.1.3 (renamed). |
| 1.14 | 10 Jul 2023 | People Strategy & Projects Team | Agreed | |  | Policy updated to reflect revised review date in accordance with planned schedule agreed by CLT |