

Guidance for Languages Teachers August 2020

This is for Language Teachers who are not in schools, this includes private tutors.

This document is based on guidance at the time of writing. Please always check the latest guidance from the Government that may apply Nationally or Regionally.

England

On 17 July the government confirmed that in England 'one-to-one instruction, can take place in school and home environments, as long as the relevant guidance is followed.' This follows the announcement that [close contact services](#) subject to certain caveats, could recommence on 13 July.

You can therefore resume face-to-face tuition should you wish to do so, provided that you have undertaken a risk assessment and taken all steps to make your place of work COVID-secure, with all necessary steps to minimise the risk of infection, including those who may be considered clinically extremely vulnerable (please read the [government's guidance of 10 July 2020](#) which announces changes taking immediate effect and further changes from 1 August).

For Northern Ireland, Scotland and Wales if you have not already moved to online teaching this is recommended currently until further guidance is issued.

Key Considerations:

The [Health & Safety Executive](#) (HSE) is the UK government agency responsible for the encouragement, regulation and enforcement of workplace health, safety and welfare, and for research into occupational risks in England, Scotland and Wales. Northern Ireland has its own Health & Safety Executive.¹

The information in this briefing refers to the UK HSE COVID-19 guidance and risk assessment guidance and template.

The aim of the risk assessment is to protect people including yourself and those living in your home if this is where you teach) from harm if they are having languages tuition to eliminate or minimise risks of Covid-19 transmission.

You must do the following in your risk assessment:

- identify what work activity or situations might cause transmission of the virus
- think about who could be at risk
- decide how likely it is that someone could be exposed

¹ <https://www.ism.org/advice/health-and-safety-guidance-for-private-music-teachers>

- act to remove the activity or situation, or if this is not possible, control the risk²

All of the above must be documented in writing using the [HSE template](#).

You should also create a procedure checklist to lessen the risks of contamination before, between and after face-to-face language lessons.

You should remind your students and their parents, if applicable, that if it is agreed by both parties that face-to-face tuition can re-commence, they accept that such tuition will never be entirely free of risk of contracting COVID-19 but that you have made all efforts to assess risks accurately and to take steps to minimise risks where identified.

The latest government guidance on COVID-19 must always inform your risk assessment. Guidance is produced by the UK government (for England) and also by the devolved governments. See here:

- <https://www.gov.uk/coronavirus>
- <https://www.nidirect.gov.uk/campaigns/coronavirus-covid-19>
- <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-individuals-and-businesses-in-scotland>
- <https://gov.wales/coronavirus>

Practical considerations when assessing risk and seeking to reduce it.

- If you are vulnerable or there are others in your household or bubble who are
- If there underlying health conditions that you, someone in your household or bubble have
- You keep up to date with the relevant Government's guidance on those who are [shielding](#) and are aware of any changes or updates including Government guidance on face to face speaking and singing
- The lesson activities which can exacerbate increased possible transmission through speaking and singing
- Sharing of equipment, teaching tools, resources and materials
- Ensuring facilities are available to ensure handwashing and other safety routines and these are Covid-secure.
- Scheduling of lessons and length of language lessons – these can no longer be 'back to back' due to cleaning and air circulation required. It is not advisable to schedule longer lessons or allow lessons to run over time.
- Social distancing must take place in doors and the default in England is two metres. This is subject to change so please ensure you are aware of any updates or changes. If this cannot be easily achieved a minimum of one metre is permissible but only if face coverings, protective visors and the space is maximised to achieve distance between you and the student.
- The entrance and route the student will take to attend the lesson in your home where appropriate distancing can be achieved

² <https://www.ism.org/advice/health-and-safety-guidance-for-private-music-teachers>

- Have a well-ventilated space whilst lessons are taking place but also before and afterwards
- All contact surfaces and points must be carefully cleaned before and after each lesson
- The student's health and their household could be at risk as a result of:
 - underlying health issues
 - travelling to and from the sessions
 - cleansing upon arrival at the lesson and departure
 - managing social distancing throughout the lesson
 - ensuring the teaching space and teaching tools are kept clean, sanitised and safe
- What to do in the event that a student, yourself or a member of your respective household or bubble show symptoms of Covid-19:
 - Prepare a clear protocol of communication in the event that signs of Covid-19 symptoms are shown by yourself and/or the student
 - Ensure any student who shows symptoms of Covid-19 is aware of the need to communicate this electronically and not attend the lesson(s), updating any track and trace app or service in place

Ultimately as the teacher you will be responsible for ensuring the safety of yourself, your household and the student to if you are unsure investigate moving tutoring online if you have not already done so to continue face to face teaching and a fuller range of teaching activities that you might wish to do (extended speaking and singing activities).

If you have any questions or would like to make any comments please do get in touch by email info@all-languages.org.uk

Website links:

Working safely during coronavirus <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/close-contact-services>

Guidance on shielding and protecting people who are clinically vulnerable <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#what-changed-on-6-july>

Guidance for full opening: schools <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

This document has been created using specific guidance issued to Music teachers by the Incorporated Society of Musicians but has been updated and reworded in accordance with updated Government Guidance to ensure it supports language teachers. The original article can be viewed here: <https://www.ism.org/advice/easing-of-lockdown-schools-reopening> and here: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>