

Greenway Women's Group Covid-19 Enrolment Policy and Procedure



Policy Statement of Intent

This Policy was devised by Greenway Women's Group in order to minimise the risk of contracting Covid-19 (Coronavirus) and to ensure the health and safety of all service users and volunteers who wish to register to attend Greenway Women's Centre.

This is in direct response to the Covid-19 (Coronavirus) pandemic.

Please note that the Childcare Department has a separate Policy for Covid-19 (Coronavirus) which is available to all parents who wish to enrol their child for the January term.

Due to current restrictions we must facilitate smaller group sizes based on government guidance on social distancing. These will be groups of 6 service users (including tutor if applicable).

Greenway Women's Centre Enrolment Procedure:

If you wish to enrol in one of the current courses contained within the January 2021 Programme **OR** you wish to volunteer, you must adhere to the following procedures:

- Choose a course/ courses or a volunteering role that you are interested in
- Contact Greenway's Training & Education Officer Helen Smyth by email at training@greenwaywomenscentre.org **OR** by telephone on 028 9079 9912
- The Training Officer will arrange a convenient time with you for an appointment in order to complete enrolment form. Please arrive at your allocated timeslot as we will not be able to admit you to the Centre early
- **Please do not come to the Centre without an appointment as we will be unable to see you**
- Upon arrival at the Centre please observe all sanitation protocols which are clearly displayed
- Please wear a face mask please do so
- **Please do not come to the Centre if you are in anyway unwell or have been asked to self-isolate**

Please note that due to reduced class sizes places on courses are limited and will be allocated on a first come first served basis.

If you require free childcare for volunteering or attending a course you must meet the following criteria:

▶ In receipt of ESA/ Income Support/ Unemployed and registered for JSA (Income-Based) or Universal Credit

AND meet either a), b) or c):

- a) Engaged in part-time (less than 16 hours per week) paid voluntary/ community development work.
- b) Engaged in vocational or educational development or training.
- c) Engaged in personal development training.

Or, if none of the above applies:

▶ Have within the last 12 months, progressed into employment following a period of unemployment.

Policy updated November 2021 [To be reviewed monthly]