

Company Name:	Addysg Seren Education ('the Company')
Topic:	Covid Policy
Date:	05.11.2021
Version:	1

Addysg Seren Education Limited is monitoring developments regarding the spread of Covid-19 and will continue to operate under the advice and guidelines provided by the UK and Wales Governments. In response to the potential spread of the virus, we would like to assure all of our customers that in the event of a potential lockdown or a need to self-isolate, providing schools are still open, the agency will be able to operate remotely and therefore maintain significant levels of service to you. Our key objective is to ensure the safety and welfare of staff, candidates and the general public and to maintain our services to all of our customers during this period of uncertainty. If you have any operational concerns or wish to discuss specific requirements during the virus period please do not hesitate to contact Rhiannon Jones.

During lockdown our candidates have all been furloughed. However, we continue to recruit new candidates remotely, with telephone interviews. We will receive scanned copies of all necessary documents and perform the usual checks remotely.

When schools open again, our candidates will follow the rules as outlined by the Wales Government, and by the individual schools, when they are on a placement.

These measures will be in place until further notice.

Signed 
Rhiannon Jones (Dec 16, 2021 16:30 GMT)

Name **Rhiannon Jones** (Director)

Dec 16, 2021
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