

Staff Headlines

26th November 2020



November 27 to December 11 2020

Advice to Office Based EA Staff (EA staff not based in a School)

This information sheet is for staff who are working in EA Buildings

The NI Executive has announced enhanced restrictions which will be in place from Friday 27th November until Friday 11th December. Please follow the NI Executive guidance.

This information sheet has been developed to clarify how these restrictions will impact on you as you continue to work to ensure that EA supports schools to stay open.

Business Critical Functions in EA Buildings or buildings/settings leased by EA	Use Virtual Communications by default	Face to face meetings only where unavoidable and remain distanced
Work from Home where possible	Stagger arrival and departure times with colleagues	Avoid Car Sharing at this time
Reduce movement within and between buildings	Limit Break & Lunchtime Contact	Stay in touch with colleagues who are now dispersed

- Thank you for all your hard work and dedication as we continue to work to ensure that EA supports schools to stay open in line with NI Executive policy.
- To maintain business critical services some staff will continue to attend EA buildings.
- To increase organisational resilience all other staff are dispersed at this time and are asked not to attend EA buildings.
- Buildings remain closed for public access at this time.

Continue to follow the public health advice and regulations.

If you have symptoms, stay at home, self-isolate and book a test	Limit social contacts	Keep your distance	Wear a face covering	Wash your hands	Download the StopCOVID NI app
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Advice to EA Staff providing Direct Support (EA staff not based in a School)

This information sheet is for staff who are working to provide direct support to children and young people.

The NI Executive has announced enhanced restrictions which will be in place from Friday 27th November until Friday 11th December. Please follow the NI Executive guidance.

This information sheet has been developed to clarify how these restrictions will impact on you as you continue to work to ensure that EA supports schools to stay open.

Ensure the interaction has been risk assessed	Wear the PPE indicated by current guidelines	Use Virtual Communications by default
Work from Home where possible	Adapt Service Provision as far as possible to reduce risk.	Avoid Car Sharing At this time
Reduce movement within and between buildings	Limit Social Interaction when providing support	Stay in touch with colleagues who are now dispersed

- Thank you for all your hard work and dedication as we continue to work to ensure that EA supports schools to stay open in line with NI Executive policy.
- To maintain critical services to children and young people some staff will continue to visit homes, schools and other educational settings.
- This work directly impacts on the health and well-being of vulnerable children and young people and is a priority.

Continue to follow the public health advice and regulations.

If you have symptoms, stay at home, self-isolate and book a test	Limit social contacts	Keep your distance	Wear a face covering	Wash your hands	Download the StopCOVID NI app
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Advice to EA Staff Working from Home (EA Staff not based in a School)

This information sheet is for staff who are working from home.

The NI Executive has announced enhanced restrictions which will be in place from Friday 27th November until Friday 11th December. Please follow the NI Executive guidance.

This information sheet has been developed to clarify how these restrictions will impact on you as you continue to work to ensure that EA supports schools to stay open.

If you must attend building ensure you have permissions in place.	Use Virtual Communication by default	Face to face meetings only where unavoidable and remain distanced
Work from Home where possible	Respond during normal business hours	Remember to ensure a confidential environment
Stay active with your household bubble	Do your best to present a professional backdrop	Stay in touch with colleagues who are now dispersed

- Thank you for all your hard work and dedication as we continue to work to ensure that EA supports schools to stay open in line with NI Executive policy.
- To ensure organisational resilience during the pandemic other staff have been dispersed from EA buildings. This is to enable business continuity in the event of a confirmed case in an EA building, team or service function.
- Buildings remain closed for public access at this time.

Continue to follow the public health advice and regulations.

If you have symptoms, stay at home, self-isolate and book a test	Limit social contacts	Keep your distance	Wear a face covering	Wash your hands	Download the StopCOVID NI app
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Get up-to-date advice at: nidirect.gov.uk/coronavirus



Christmas Family Appeal 2020

We are delighted to be supporting the Christmas Family Appeal again this year. Last year you generously raised over 2300 toys for this Appeal as part of an Education Authority (EA) wide campaign.

While the world has changed in the last 12 months, the need hasn't. In fact the need is greater now more than ever. This year's Appeal is very different from any that the charities (Salvation Army and St Vincent de Paul) have managed in the appeal's 40+ year history due to the impact of COVID-19.

However, the charities and EA remain committed to ensuring that no child or young person in Northern Ireland wakes up without a gift under their tree on Christmas morning and your support is crucial in helping us achieve this.

A new approach

Due to restrictions the charities are encouraging online monetary donations for gift vouchers to empower parents and guardians to choose gifts for those in need themselves.

By making a donation before **Tuesday, 15 December 2020** to our Christmas Family Appeal you will help us make this Christmas as *'magical'* as it can be for all our children and young people.

We are encouraging as many staff and schools as possible to support this Appeal by donating online for the 100,000 plus local children aged from new born to 16 years old.

Your donation could go towards for example:

- **£5** for a stocking filler
- **£10** towards a book so a parent can read their child a bedtime story on Christmas Eve; or
- **£15** for a fun game, item of clothing or other surprise gift.

Your donation big or small is very gratefully received and will make such a difference.

This charity initiative forms part of a 'Giving Back' theme within our Health & Wellbeing Strategy, which recognises the value and importance of supporting charity and volunteering initiatives within the local community.

donate
online
here

For more information check out the

[EA HealthWell Hub](#)

or contact the Health & Wellbeing Team by emailing healthandwellbeing@eani.org.uk



Lunch & Learn

December Menu

The very popular Lunch and Learn series of sessions continues every Thursday, please check out the new 'Menu' of events for December.

Click [here](#) to access the 'Menu' for more information. Please enjoy these bite sized learning opportunities and if you want to contribute please get in touch

LunchandLearn@EANI.org.uk

We want to
hear from you

If you have any news or stories
that you would like to be
considered for inclusion in an
upcoming edition of
Staff Headlines, email
comms@eani.org.uk

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