

Staff Headlines

14th January 2021

As COVID-19 continues to affect us all, it is important to recognise and thank you all for your continued efforts to keep our schools and support services running during this challenging time.

Each and every one of us has an important role to play. Whether you are providing continued learning, supervision of key worker children in schools, supporting vulnerable children, ensuring our phones are answered and queries are resolved, providing catering services, cleaning and maintaining our buildings or providing any of our critical services, your dedication and commitment is valued and appreciated.

Reminder Northern Ireland Executive Guidance

Following an increase in coronavirus (COVID-19) cases, the Northern Ireland Executive announced the introduction of additional restrictions for people in Northern Ireland from midnight last Thursday.

These new restrictions have been put in place to help reduce the spread of coronavirus and to help manage the pressures on our Health and Social Care system. You can read more about the latest restrictions on NI Direct [here](#).

CORONAVIRUS (COVID-19)

**WE ALL
MUST DO IT
TO GET
THROUGH IT**



Health and Wellbeing

The ever-changing and complex nature of this situation has, at times, left many of us feeling frustrated, unsure and understandably anxious about our own health, safety and wellbeing.

All possible action is being taken to protect staff, whilst continuing to deliver critical services for our children and young people. Your safety and wellbeing is of paramount importance. Please be reminded that you can access support via the **EA HealthWell Hub**.

The Hub offers key health and wellbeing information, as well as initiatives around staying fit and healthy both physically and mentally. You can access the hub from your phone or home computer [here](#).



Corporate Staff Information - Meeting/Interview Arrangement in EA Office Buildings

Step 1 – Accessing Buildings



During Step 1 of EA Restart the following Forms must be used to notify when staff are accessing buildings or require access to a meeting room:

Ad-hoc Access to Buildings Notification (Form ID: RC003)	This form should be used by any member of staff, and their visitors when they access the building or an ad-hoc building. i.e. they are not based in their service line for regular and continuous attendance to Main Admin Buildings.	Click Here
Request to use a Meeting Room/ Interview Space (Form ID: RC004)	This form should be used when requesting to use a Meeting Room/ Interview Space in a Main Admin Building. Each meeting space is limited to one or two rooms per site at present. Therefore please ensure you have approval from the your AD to host a meeting/ interview.	Click Here
HDS Notification of Staff Members Requiring Regular and Continuous Access to Main Admin Buildings (Form ID: RC005)	Heads of Service have already notified the staff the names of staff who require regular and continuous Access to Main Admin Buildings. This form must be used by a Head of Service to add additional names to their service level risk assessment.	Click Here

Due to current Government restrictions, the use of meeting/ interview rooms will be limited to a number of agreed scenarios (detailed on form at link below). A digital first approach is to be adopted for all meetings/interviews and these should only occur face to face in exceptional circumstances. Approval is to be sought from your Assistant Director for anything outside of the agreed scenarios.

A new process for booking rooms has been developed and the following form will need to be completed to ensure BCP (Business Continuity Planning) have oversight of all requests. Any meeting rooms need to be booked in advance of the date required. Corporate Staff can access the booking form [here](#).

'Green Card' Travel Requirement Important Information in Relation to Cross Border Travel UK Exit from EU

You will now need to carry a 'Green Card' for any vehicle you are driving in the EU, including Ireland.

A 'green card' is proof of motor insurance cover when driving 'abroad'. You must carry a **physical copy** of your green card, electronic versions of green cards are not acceptable.

If you need a physical copy of your green card, contact your vehicle insurance provider. Or, you can now print green cards yourself. (They no longer need to be printed on green paper). For more information please visit Gov.UK [here](#) or NI Direct [here](#).

EXPRESS YOURSELF

AWARE Children's Mental Health Poetry Competition

AWARE, the depression charity for Northern Ireland will be launching an exciting project as part of their initiative to make mental health part of the conversation with our children and young people after a difficult year.

Express yourself - a children's mental health poetry competition will officially launch on **1st February** for Children's Mental Health Week.

The competition will allow pupils to express their thoughts and feelings about the past year through creative writing. It will also encourage them to think engagingly and creatively about their experiences.

The competition will be open to **all Primary 6 and Primary 7 pupils in Northern Ireland** and there will be prizes for the winning school and student! The winning poem will be selected by Tik Tok famous local magician and entertainer, Joel M who will be the face of the competition. The winning school may even be in for a personal visit from the star magician... and a few tricks!

Schools - find out more about the project [here](#) and if your school is interested in taking part in the competition, please register your interest via email to poems@aware-ni.org and Team AWARE will be in touch.



Pre-school and Primary Admissions Process Now Open

The online admissions process for pre-schools and primary schools opened on Thursday 7th January at 12 noon and will remain open until 12 noon 29th January.

It is important to note that places are not allocated on a first come first served basis. Schools will not begin to process applications until after 29th January.

During busy periods our admissions process will operate a queueing system, so you may find that you have to wait to access the system. The busiest periods tend to be in the initial days after the admissions process opens.

For help and advice parents/ guardians can contact our Admissions Helpdesk via emails: preschooladmissions@eani.org.uk or primaryadmissions@eani.org.uk

ea Education Authority

Applying for a Pre-School or Primary School Place?

You may wish to apply at a less busy time

 FIRST FEW DAYS WILL BE THE BUSIEST	 BUSIEST TIME BETWEEN 7PM AND 10PM	 YOU MAY BE PLACED IN A QUEUE	 YOU HAVE UNTIL NOON ON 29 JAN TO APPLY
--	---------------------------------------	----------------------------------	--

Places are not issued on a first come first served basis

For help and advice, parents/ guardians can contact our Admissions Helpdesk via emails: preschooladmissions@eani.org.uk or primaryadmissions@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, please email comms@eani.org.uk

Staff
Headlines