

GENERAL PRECAUTIONS

Wherever possible, meetings should continue to be held remotely.

However, it is acknowledged that certain visits may be more effective being held in person within a school. In order to manage the prevention of COVID-19 transmission, safe systems of work must be in place which put clear expectations on the school, and on the visitor, to facilitate a safe visit.

This Safe System of Work for Visiting Schools is specific to reducing the risk of transmission of COVID-19 and must be adhered to in conjunction to any existing safe systems of work in place applicable to your work activities, and the COVID Prevention (Schools) safe system of work where applicable.

The overriding principle in reducing the transmission of COVID-19 is to not attend work if either you or someone in your household has symptoms of COVID-19, or you have been instructed to self-isolate as part of the national Test and Trace programme.

If a member of staff is concerned they have COVID-19 they must follow the latest NHS guidance, <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>.

They must stay at home, avoid contact with any persons and book a test using the link above. At this point they must not attend work until advised that it is safe to do so.

All visitors must comply with the instructions provided by the school. Visitors may be requested to complete a 'Visiting Agreement' upon arrival. This is to support Test and Trace procedures and forms one element of the Schools COVID Prevention Safe System of Work. Failure to provide contact details may result in the school refusing entry.

If a child presents with COVID symptoms during your visit, notify a member of school staff immediately so they can be isolated in separate room. Ensure that you remain at least 2 metres from the symptomatic individual, removing yourself from the room if possible. Do not visit any other schools for the remainder of the day.

If you have any queries or concerns, please discuss these with the school or contact your line manager.

Preparing for Your Visit

- Visits to schools must take place by prior appointment only. Schools may refuse access if visits take place unannounced as they may be unable to facilitate a safe visit at that time. Contact the school ahead of the visit to ensure they are still able to accommodate you.
- You must minimise the number of visits taking place in one day to as few as possible. This is particularly important if the visit is likely to involve close contact with an individual for more than 15 minutes. Such visits should be restricted to one 'class bubble' within one school only per day. This will require careful planning and appointments should therefore be managed accordingly.
- Ensure you have a face covering and sealable bag to safely store it when not in use. Visitors must wear a face covering when moving around the site.
- If your visit will involve working within 2 metres of a student or other person you must wear either a surgical face mask or face visor during the activity.
- Prepare resources prior to the visit, avoiding the need for resources to be used across class bubbles and different schools, particularly those which cannot be wiped clean. Prepare resource packs (such as pre-printed/photocopied hard copy rather than a book) for issue on an individual basis if practical.
- Reduce the need to share hard copy documentation, and make use of electronic format to minimise the need to handle paper, etc.
- Take your own equipment, such as pens and pencils. Ensure resources are cleaned regularly, and hands are cleaned frequently when using.
- Minimise the amount of belongings you take in to the school. Make use of a wheeled trolley to store resources together rather than take a number of individual items. You can then retrieve from the trolley as and when required.
- Consider taking a changing of clothing in the event that your own clothing becomes contaminated with bodily fluids during the visit.
- Ensure you have access to a personal supply of tissues, hand sanitiser and disinfectant wipes.

<p>Potential Hazards and Injuries</p> <ul style="list-style-type: none"> ■ Contact with bodily fluids and droplets. ■ Spread of infection due to poor practices. 	<p>DO:</p> <ul style="list-style-type: none"> ✓ Hold meetings remotely if possible ✓ Plan visits carefully ✓ Take minimal resources and belongings on the visit ✓ Comply with all COVID Prevention instructions provided by the school ✓ Clean hands frequently and thoroughly 	<p>DON'T:</p> <ul style="list-style-type: none"> ✗ Attend work if you present any symptoms ✗ Make unannounced visits to schools ✗ Share resources across multiple class bubbles or schools unless they can be meticulously wiped clean
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Completing the Visit in School



You must comply with school instructions regarding the wearing of face coverings. Visitors must wear a face covering whilst moving around the site, such as in corridors or in communal areas where social distancing is difficult to maintain.

If your meeting can take place with at least 2 metres distancing between those involved, a face covering is not required.

If your visit involves close contact (less than 2 metres) then you must wear either a surgical face mask or a face visor. A face visor may be more appropriate if you are visiting an individual who may be more reliant on non-verbal communication (such as lip reading)

In the event that the school is situated in a location of Local Intervention (Lockdown) face coverings must be worn by adults and students when moving around such as in corridors or communal areas where social distancing is difficult to maintain. The school will have been notified by Public Health if this is the case. You must confirm in advance what the status of the school is before proceeding with the visit.

- Comply with all instructions provided by the school.
- Upon arrival at the school, sign in and complete the Visiting Agreement by providing your name and contact details. Sanitise your hands.
- Put on your face covering. Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.
- Do not access any other areas of the school without prior agreement from a member of school staff. The school may have arranged a dedicated space for you to use to conduct your meeting.
- Do not share resources which cannot be cleaned across class bubbles or schools. If resources are shared across pupils (pens, pencils, etc) they must be cleaned meticulously in between each user and hands must be cleaned thoroughly after the activity has finished. If resources which cannot be wiped clean have been used, they must be securely quarantined for 72 hours prior to being used again by another individual.
- Maintain 2 metres from children and staff at all times, where possible. If this is not possible you must wear a surgical face mask or visor throughout the visit. The face mask must be disposed of after the meeting.
- Ensure that you maintain ventilation in the room provided for the meeting, use only dedicated bathroom facilities assigned, and have access to disinfection and sanitisation supplies. Sanitise the furniture you use frequently, and certainly between different groups or individuals.
- Clean hands thoroughly and frequently throughout your visit using either soap and water or hand sanitiser
- Use tissues to capture coughs and sneezes, and dispose of using the bins provided.
- Avoid touching your face, eyes and mouth

- If your visit involves delivering personal care, ensure appropriate personal protective equipment is worn in line with standard infection control standards. Dispose of personal protective equipment in the waste facilities provided at the school. Ensure you clean your hands prior to, and after completing, the task. Do not complete any further visits to other schools or class groups that day if clothing has become contaminated. Return home, bathe or shower, and wash clothing worn during the visit on a normal wash cycle, without shaking the clothing prior to putting in the washing machine
- If a behaviour incident occurs during your visit, maintain distance as much as possible using verbal de-escalation techniques. Summon assistance from a member of school staff and retreat to a safe distance. If you must get involved to support in preventing harm to either themselves or others, avoid close contact for longer than 15 minutes. Do not complete any further visits to other schools or class groups that day if clothing has become contaminated. Return home, bathe or shower, and wash clothing worn during the visit on a normal wash cycle, without shaking the clothing prior to putting in the washing machine. Ensure the incident is reported to a member of school staff and your line manager.

<p>Potential Hazards and Injuries</p> <ul style="list-style-type: none"> ■ Contact with bodily fluids and droplets. ■ Spread of infection due to poor practices. 	<p>DO:</p> <ul style="list-style-type: none"> ✓ Provide contact details on arrival at the school ✓ Clean hands frequently and thoroughly throughout your visit ✓ Wear a face covering at all times whilst moving around the site ✓ Maintain 2 metres distance from others wherever possible or wear a surgical face mask or visor if this is not achievable ✓ Use the disinfection and sanitisation supplies provided by the school to maintain hygiene standards. 	<p>DON'T:</p> <ul style="list-style-type: none"> ✗ Access unauthorised areas of the school without prior consent ✗ Ignore school instructions ✗ Touch your face, eyes or mouth
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After Completing the Visit

- Sanitise the area you have used using the disinfection supplies provided by the school
- Ensure you do not leave any belongings behind
- Sign out when leaving the school
- Clean hands either using soap and water or hand sanitiser when leaving the school
- Remove your face covering (if applicable) and secure it in an individual, sealable plastic bag.
- Sanitise any hand held devices, such as mobile phone or tablet
- If any clothing has been contaminated by bodily fluids during the visit, consider changing particularly if you have arrangements to visit another school
- If possible, sanitise any resources you intend to use at another setting
- Wipe down touched surfaces in your vehicle with a disinfectant wipe, including the steering wheel, gear stick, hand brake, window opening mechanisms and door handles.
- On returning home, wash your hands thoroughly, remove clothing, bathe or shower, change and place clothing worn in a normal wash cycle without shaking it prior to putting in the washing machine.
- Clean your face visor using warm water and normal household detergent. Leave to air dry.
- Ensure you report any issues or concerns encountered to your line manager.

Potential Hazards and Injuries	Do:	Don't:
<ul style="list-style-type: none"> ■ Contact with bodily fluids and droplets. ■ Spread of infection due to poor practices. 	<ul style="list-style-type: none"> ✓ Sign out when leaving the school ✓ Clean and sanitise hands, devices, resources and face visor (if applicable) ✓ Report any concerns or issues to the school or your line manager 	<ul style="list-style-type: none"> ✗ Leave personal belongings behind ✗ Visit another school if your clothing has become contaminated without getting changed ✗ Forget to dispose of the surgical face mask worn (if applicable)

