



## COVID Safe Guidance for School Visits

### **Guidance for Central Team Staff Visiting Schools during Covid-19 Pandemic**

- The guidance below to support and keep safe LSP staff when visiting schools during the Covid-19 Pandemic.
- We are working in different ways to respond to COVID-19 and it is recognised that visiting schools and following stringent hygiene guidance can lead to anxiety.
- Please ensure you discuss with your Line Manager if you have concerns.
- PPE is available to staff where appropriate (screen, visor, gloves).
- If you or anybody in your home have any symptoms, you should not leave your house, contact your line manager, and remain at home.

### **Before you visit a school**

1. Is your visit essential – could it be done on Teams or by email or over the phone.
2. Check with the school they are accepting visitors into the school.
3. Check that the activity you are planning to undertake can be completed and that everyone you are due to be working with is in school and not displaying any symptoms.
4. Check your Outlook calendar is up to date
5. Confirm with the school how to access school premises, e.g. what time of arrival / where to report/where you will be working.
6. Prior to the visit, wipe down all materials resources with anti-bacterial wipes. Also pack a bag containing anti-bacterial wipes, tissues, anti-bacterial hand gel, gloves, and face coverings. Please contact your line manager if you need such supplies.
7. Ensure your screen and visor have been sanitised before the school visit and sanitised before you leave the school site. If you need but do not have a screen or visor please pick up the spare shared screen/visor from the LSP offices and return it after use, having sanitised it. Please collect and return the screen/visor on the same day as your visit.
8. Place anti-bacterial wipes, gloves, tissues etc. in lidded bins in the school as advised by the school do not bring them off site.
9. Between school visits de-sanitise the contact touch points/steering wheel, gear stick, car door handles etc.
10. Clean anything you have handled during a school visit.

## **When visiting a school**

- Follow instructions from the school about how to gain access.
- Minimise the amount of time you spend in the school.
- Consider before making a school visit whether the activity could be done on Teams or by email or over the phone.
- Minimise the amount of equipment taken into school – sanitise before, during if necessary and after the school visit.
- Do not use any school crockery/cutlery – bring your own and remove at the end of visit.
- Do not take in any unnecessary bags or resources into the school.
- Anything you do take in should be sanitised e.g. laptop, handbag, resources etc.
- If the room identified for the work has been used within the past 72 hours, ask for the chairs and tables to be cleaned thoroughly before the visit using an antibacterial spray.
- Wear a mask when entering the school and when moving between activities/rooms both inside and outside the school buildings.
- On entering the school, sanitise or wash hands at a hand-washing station.
- Ask the receptionist to direct you to the classroom or allocated room.
- Ask the school to arrange chairs, and tables so staff and children and the LSP member of staff can be sitting 2m apart. If this is not possible use a screen/visor/mask etc.
- Ask the school to ensure the staff and/or children wash or sanitise their hands at the hand-washing station before they make their way to the room you are working in.
- After introductions and checking with the children that they are happy for the visit to take place, explain the steps you are both going to take to remain safe: keeping at least 2m apart, no physical touching, washing hands, leaving the room if the person needs to sneeze or cough (and then washing hands).
- Children, school staff and LSP staff must use hand sanitiser before and after handling any resources, books, or pens etc.
- At the end of the visit, the children, school staff and LSP member of staff should wash or sanitise their hands.
- LSP staff should wash hands again before wiping down resources or materials.
- During the visit, avoiding any contact with school staff other than the receptionist and those you have agreed to meet.
- Do not hold any unplanned meetings with staff before leaving the school – any additional unplanned follow up should be done via Teams, email, or telephone.

**After a school visit**

- Hand sanitise in car when leaving the school site.
- Clean laptop/phone - before carrying on working at home.
- Be careful where you leave work bags/coats to minimise contact.