

School Visits – September 2020

This guidance is aligned with the latest [DFE Safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\) – 2nd July 2020](#) and [SMBC guidance](#) for employees.

This is a working document that will need updating regularly as guidance changes.

Important Information

SMBC services can use the information below as a starting point for their own visiting procedures but will need to tailor it to their own activities. Please ensure services have completed their own COVID-19 risk assessments before visits commence. Even though all schools will be open in September, managers and staff need to be aware that visits should only be conducted if there is an absolute need. When looking at reducing the risk of infection staff should, wherever possible, only visit schools where online or remote (phone or video conferencing) visits are not suitable.

Before the Visit

- Before you make arrangements to visit a school please consider these guidelines:
 - Do not attend a setting if you are unwell or display any symptoms of Covid-19 or are self-isolating as defined as by NHS UK;
 - you have any symptoms of coronavirus (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste)
 - you've tested positive for coronavirus – this means you have coronavirus
 - you live with someone who has symptoms or has tested positive
 - someone in your support bubble has symptoms or has tested positive
 - you're told by NHS Test and Trace that you've been in contact with a person with coronavirus
- Ask the provision to furnish you with a copy of their schools visitors' protocol or a copy of their Covid-19 risk assessment checklist so you can see what measure they have in place for visitors
- Establish how you will arrive safely at the provision. Staff should be discouraged from using public transport wherever possible. If staff need to use public transport, you will need to follow the government guidance on safer travel guidance for passengers
- Where possible try and arrange the meeting when children are not on site
- Establish confirmation that you will adhere to the schools' protocols even if it extends government guidance (this may apply to Specialist provisions)
- Training sessions should only take place where there is an absolute need. E-learning, video conferencing etc. should be used wherever possible
- In the event that you have to visit a provision, agree who will attend the meeting or small group training inset. This should be considered as part of the service/team's recovery (covid-19) risk assessment with control measured documented. As part of the risk assessment you would need to consider activities within training sessions indoors e.g. limiting movement, raising voices etc. Schools should consider the size of room required and where people need to sit whilst maintaining 2 metre distance
- Ask the school to keep a register of all persons you may come into contact with during a visit to enable Track and Trace in the event of possible exposure to Covid-19
- Reassure the school that you will be bringing your own equipment (laptop, pens, paper)

During the Visit

On line training sessions should be always considered in the first instance. This reduces the need for potential mass isolation of staff if someone becomes infected. If you have to deliver a small groups training session; ensure the setting have safely organised the seating arrangements in advance.

- Wear your official work lanyard
- Clean your hands more often than usual, particularly after arriving at the school and before leaving
- Respiratory hygiene (catch it, bin it, kill it). Avoid touching your mouth, eyes and nose. Cover your mouth and nose with disposable tissues when you cough or sneeze and dispose of safely or cough/sneeze into the crook of your arm, not your hand
- Maintain a distance of at least 2 metres when sitting at a table with others 'Ideally, adults should maintain 2 metre distance from each other, and from children,' [Guidance for full opening: schools](#), July 2020
- Avoid sitting directly across from each other
- Participant's in small groups should sit at least 2 meters apart from each other. Control measures need to be documented in recovery (covid-19) risk assessment
- If you have to conduct a lesson observation; the same social distancing and safety measures apply e.g. maintaining a distance of 2 metres, washing hands before entering different classrooms. Control measures should be documented within the service area risk assessment.
- If using your own laptop, ensure you wipe surfaces before placing equipment down and after use.
- Keep meeting/training sessions prompt; do not be in the setting any longer than you need to be.

Resources

If you are required to conduct a book scrutiny as part of your visit, please ask the school to ensure books are left unused and out of reach for a period of 72 hours prior to you using them.

After the Visit

- Clean hands thoroughly
- Complete a note of visit or other relevant documentation

Covid-19 Protocol

If the school inform you of a suspected Covid-19 case, rearrange your visit for a later stage. Remind the school of the importance of following *Solihull's guidance Covid Flowchart* and either you or the head teacher must *inform public health Solihull* with immediate effect on **0121 704 6892**.

Training

At present, we cannot run external training whereby we would bring different groups of teachers together from different schools. Training can be delivered virtually via videoconferencing where possible.

GUIDANCE FOR ESSENTIAL VISITS

| EQUIPMENT | PLAN AHEAD | HAND HYGIENE | THE VISIT | SOCIAL DISTANCE | GENERAL ADVICE |
|--|--|--|--|---|---|
|  <p>Only take the equipment that you really need – keep to minimum</p> <p>Don't use equipment that have soft surfaces</p> <p>Wipe all equipment after use</p> |  <p>Ensure that you have checked the school / setting risk assessment or visitors' protocol and that you can follow their requirements</p> <p>Discuss with your team manager to agree if this visit is essential or not</p> |  <p>Use hand sanitiser before you enter the school or setting</p> <p>Clean hands upon arrival and on leaving</p> |  <p>If possible conduct meeting when pupils are not on site</p> <p>Make sure you are in a well-ventilated room</p> <p>Avoid chairs that are upholstered</p> |  <p>Maintain 2m distance at all times</p> <p>Ask the setting to plan seating positions</p> |  <p>Only visit a setting if necessary</p> <p>Avoid use of public transport. Where this is not possible follow government safety advice</p> <p>Ask the school/setting to keep a register of all persons you may come into contact with</p> <p>Complete a note of visit/other relevant documentation</p> |