



Westgate Primary School

Safer System of Work (SSoW) Summary

VISITS TO SCHOOL- OUTSIDE AGENCIES

Prior to the Visit

Westgate will:

- Agree the visit date and time and to confirm the name of the members of staff the visiting professional will work alongside on the visit, if applicable.
- Record this in the school calendar, making sure the following information is included: date; time; duration; location; telephone number of professional; name(s) of key school member of staff they will be on site with. These details are important in the event of a confirmed case of COVID-19, for track and trace purposes.
- Agree the aims and parameters of the visit (agenda/actions/quiet work space if needed).
- Send the school SSoW summary document and the latest school risk assessment to the visiting professional in advance of the visit.
- Inform the visiting professional about any restrictions/ controls/ procedures they will need to follow in place at the setting regarding COVID-19 including: accessing the setting, parking and entrance / egress points (see below).
- Ensure they have appropriate PPE equipment available in the meeting room/ classroom for the visitor as needed.

On the day of the Visit

Westgate will:

- Ensure they have appropriate PPE available for the visit, ie face mask, visor, disposable apron, disposable gloves.
- Cancel the appointment if there is a confirmed case of COVID-19 in the class of the pupil(s) in questions.
- Record any cancellations or changes on the school calendar.

The visiting professional should:

- Bring their own PPE wherever possible.
- Bring their own refreshments including drinks cup, to avoid cross-contamination.

On Arrival at the Setting

The visiting professional should:

- Report to the school entrance and identify themselves at the signing in point.
- Sanitise their hands before progressing into the building.
- Sign in with the office staff.

Westgate will:

- Point out evacuation procedures on display in each room.
- Indicate the location of the visitor toilet (KS2 disabled toilet) to be used.
- Provide information about the room(s) to be used: location, resources available.

During the Visit

Westgate will:

- Ensure that children and staff will wash their hands before leaving the classroom to work with the visiting professional.
- Provide resources to enable the visiting professional to follow the principle of 'touch it, wipe it' in the space they are allocated, as applicable.

The visiting professional should:

- Follow all on site instructions regarding signing in, hand sanitising, etc.
- Wash hands or hand sanitise upon entering school and at regular intervals throughout the visit.
- If working with a child outside of the classroom, ensure the child sanitises their hands before returning to class.
- Maintain 2m social distancing wherever possible.
- Wear a face mask or visor if completing work in close proximity to a child/children/young people or staff, for an ongoing amount of time, and if not able to maintain 2m distancing.
- Provide face to face feedback meetings if applicable, with an identified member of staff, after observations or direct work in the setting, in a meeting room which is clean, well-ventilated and provides the opportunity to social distance.
- Model systems and techniques to a pupil or member of staff, observing social distancing and hygiene protocols are maintained.
- On completion of any modelling work, wipe down any equipment used and, if applicable, ask for Westgate staff to wash or wipe down small resources which belong to school.

After the Visit

Westgate will:

- Contact the visiting professional if a child/ young person in the class/ bubble is sent home with COVID-19 symptoms on the day(s) following the STARS visit.
- Contact the visiting professional if a child/ young person develops COVID-19 symptoms and/ or is tested positive for COVID-19 within seven days after their visit.
- Ensure the school calendar to reflect any changes to the pre-agreed arrangements during the visit such as: the venue, the staff/ pupils worked with etc.
- Safely dispose of any single use PPE left in the setting.

The visiting professional should:

- Contact Westgate immediately if they develop COVID-19 symptoms and/ or is tested positive for COVID-19 within seven days after their visit.
- Safely dispose of any single use PPE used during the visit.

TRAINING

Training should be delivered remotely wherever possible

If face to face training is to be delivered at Westgate:

- Training materials will be requested to be sent electronically prior to the training date for school to print for participants.
- Resources such as workbooks, pens and paper will NOT be shared.
- Course resources or materials that cannot be downloaded by the individual will have been cleaned between uses or stored for 48 hours before distribution.
- The training room will be configured to allow 4m² per person, including any presenters, movement around the room allowing 2m distances to be adhered to and visibility of training presentations. Delegates will face forward in rows. The room will be well-ventilated.
- School delegates will not attend if they are self-isolating or have symptoms of COVID-19.
- Delegates from other schools will not attend.
- The setting or booking organisation will be made aware that attendees must provide PPE (IIR masks and gloves) for their staff if close / physical contact will be required.
- An additional area or room will be identified for isolating anyone with symptoms and arrangements for possible cleaning during the course will be agreed.
- Delegates will be reminded to ensure they wear clothing that covers arms and legs if physical contact is taking place.
- The training room will be cleaned thoroughly before use.

On Arrival at Westgate

- See above, Visits to Westgate.

During and After the Training

- During any practical demonstrations the elements will be shown, practised and then delegates will step away from each other whilst watching the next demonstration.
- Gloves and face coverings will be worn during the practical aspects of the course.
- Ensure hand washing / hand sanitising before and after collecting in any shared equipment / resources / evaluation forms.
- Clean and store for 48 hours (72 hours if plastic) any school equipment and resources used before re-use.
- Remind delegates to wash their hands / hand sanitise before and after any practical elements.
- Westgate will safely dispose of disposable PPE
- Remind delegates that have had any close or physical contact that they may wish to wash their clothes and shower upon arrival at home.
- Signage is in place which reminds that nobody should attend school if they are self-isolating or have COVID-19 symptoms.
- Wash hands / hand sanitise before and after entering the setting and at regular intervals throughout the training (see also above).
- Ensure 2m social distancing is maintained wherever possible.
- Westgate will keep records of the date, time, duration and location of the training, along with records of who has been trained and who provided the training.
- Westgate will notify the trainer if any delegate develops COVID-19 symptoms 48 hours of the end of the course.

FACE TO FACE MEETINGS

- Meetings should take place remotely wherever possible.
- Face to face meetings should only be arranged when an essential participant is unable to take part in a remote meeting and has agreed to meet face to face. Face to face meetings will not take place with participants who are clinically extremely vulnerable and have been directed to shield.
- The meeting will take place in a ventilated room which can accommodate 2 persons sitting across from each other at a distance of 2m. The room should have sufficient chairs and tables, accommodate social distancing and should provide privacy and be for the exclusive use of the participants for the duration of the meeting.

On the Day of the Meeting

- Westgate or the outside professional will cancel the meeting appointment if any participant experiences any COVID symptoms and/ or has been directed to self-isolate.

See also: On arrival, during the visit and after the visit, under Visits to School- Outside Agencies (above).

Additional Considerations

- The meeting organiser will ascertain any potential requirements of the person/ persons they are meeting as they may, for example, feel more comfortable utilising face coverings.