



Baytree School Covid-19

Expectations and Procedures for Visiting Professionals

1st September 2020

(Guidelines may change in line with current Government guidance)

Updated July 2020

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>

We ask that professionals only visit the school site if absolutely essential



These guidelines outline our expectations and procedures for all visiting professionals and visitors to follow in order to minimise the risk of Covid-19 at Baytree School. We must all work together and continue to be vigilant in adhering to these guidelines to mitigate the risk and promote safe working practices for both our learners and our staff team.

Is the visit essential?

We ask that professionals only visit the school site if absolutely essential. Our class teams are happy to liaise and work with professionals over email, telephone or via video call.

We ask that professionals only visit the school site if absolutely essential



An essential visit

If it is essential for a professional to visit the school site then **this must be pre-arranged with either the Headteacher or Deputy Headteacher** via the school office.
Email: schooloffice@baytreeschool.co.uk Tel: 01934 427555

If the visiting professional feels they require any additional visitors including parents this again **must be** pre-arranged with the Headteacher or Deputy Headteacher.

Access to the school site

If a pre-arranged visit has been authorised then the visitor will be **expected to arrive at the school reception wearing a face covering**. The visitor will be advised to sign in (This information will be used for the Government test and trace system) once signed in, visitors will be required to thoroughly wash their hands.

Reception staff will advise a member of the Senior Leadership Team of the arrival of the visitor who will collect them from reception and escort them to the designated

We ask that professionals only visit the school site if absolutely essential



area of the building they will be working from. **On no occasion will a visitor be able to access any part of the school building unaccompanied.**

Social Distancing

We ask that all visitors adhere to all notices displayed within the school site and the social distancing expectations of 2 metres or where not possible the 1 metre+ social distancing guidance. Where this is not possible especially when supporting our learners we ask that visitors make best endeavours and are particularly vigilant in social distancing from other learners, staff members and parents and the **appropriate PPE must be worn and the PPE guidance followed.**

Working in hubs

In order to promote social distancing and minimise the opportunities for cross contamination a hub system is being implemented. The expectation is that all staff and learners remain within their hubs for the duration of the school day. **We ask that**

We ask that professionals only visit the school site if absolutely essential



all visitors do not enter any of the hubs in order to minimise opportunities for cross-contamination. Visitors will be expected to meet any staff, learners or parents within a pre-arranged designated area.

Lower School Hub 1	Lower School Hub 2	Upper School Hub 3
Red – classroom for Red Class learners and staff Orange – classroom for Orange class learners and staff Yellow – classroom for Yellow class learners and staff	Purple – classroom for Purple learners and staff Green – classroom for Green learners and staff Uphill – classroom for Uphill learners and staff	Worle – classroom for Worle learners and staff Birnbeck – classroom for Birnbeck learners and staff Knightstone – classroom for Knightstone learners and staff Steepholm – classroom for Steepholm learners and staff
Staffroom – music room	Staffroom – music room	Staffroom – food tech room

We ask that professionals only visit the school site if absolutely essential



Dedicated visitor spaces

- Sensory Room – will be used as a 1:1 intervention space by visiting professionals and Ali M– this will be timetabled and **MUST** be cleaned down between each use.
- Physio room- will be a professionals/therapists meeting space. There will be a maximum capacity of 1 pupil and 2 adults within this space.

Cleaning expectations

The appropriate cleaning products will be made available in the dedicated visitor spaces. All surfaces must be cleaned thoroughly after each use of the room including between visits of different learners and staff.

We ask that professionals only visit the school site if absolutely essential



Visitor toilets and staffroom

On arrival all visitors will be shown the toilet and staffroom space they will be able to access during their visit. Visitors will be expected to clean these spaces after every use.

PPE

All visitors will be expected to bring their own PPE which must be appropriate for the work they will be carrying out within the school ensuring they are following the relevant guidance.

We ask that professionals only visit the school site if absolutely essential



General guidelines which must be adhered throughout the school day

- Wash hands frequently throughout the day for more than 20 seconds. Please use paper towels to dry hands in preference to hand dryers.
- Please follow social distancing guidance of 2 metres where possible
- Do not access Herons' Moor's site at all – Herons' Moor will not access Baytree's site
- Only use stairs on Baytree side (next to office) and not at end of yellow brick road – this is allocated to Herons' Moor staff and pupils
- Prop doors open where safe to do so to reduce contact points being touched and ensure this does not contradict fire safety and safeguarding procedures.
- Please continue to clean surfaces, toys, objects and contact points throughout the day as part of daily cleaning routines.
- Please ensure all soft toys, fabric and any soft fabric items are put away and only use resources which are easily wiped and cleaned are used. If you need to use soft fabric items/toys these must be only be used by one child with 72 hours in-

We ask that professionals only visit the school site if absolutely essential



between before another pupil uses and subject to regular cleaning and disinfecting.

- Please alert a member of the SLT if cleaning products/towels need replenishing.
- School physio/OT equipment can be adjusted in school however not within the classroom.
- Home equipment/chairs **must not be adjusted in school** – this needs to happen within the home.

Safeguarding

- **All visitors must inform a designated safeguarding lead of any safeguarding concerns immediately as identified on the signage throughout.**
- Designated safeguarding lead (Aline) and/or deputy DSL (Ed / Carol / Kirsty / Lottie) will always be onsite.

Thank you for your continued support

We ask that professionals only visit the school site if absolutely essential