



Guidelines updated September 2021 – there may be further updates in line with current Government Guidance.

Baytree School Covid-19

Expectations and Procedures for Visiting Professionals

Updated September 2021

[SEND and specialist settings: additional COVID-19 operational guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/send-and-specialist-settings-additional-covid-19-operational-guidance)

[Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/stay-at-home-guidance-for-households-with-possible-or-confirmed-coronavirus-covid-19-infection)

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



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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.

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We welcome professional visits to Baytree school:

- We ask that visits/appointments continue to be booked in the physio room/meeting room.
- If you need to visit the classroom please ensure this is pre-arranged beforehand.
- Our class teachers and teams are happy to liaise and work with professionals over email, telephone or via video call.

Please continue to arrange visit/appointments via **the Headteacher or Deputy Headteacher** via the school office.

Email: schooloffice@baytreeschool.co.uk Tel: 01934 427555

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

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Access to the school site and social distancing

Although we recognise that the need for social distancing in the work place has been removed we ask that professionals make best endeavours and are particularly vigilant in social distancing from other learners, staff members and parents.

If a pre-arranged visit has been arranged, then the visitor will be advised to sign in using the electronic system in reception.

Reception staff will advise a member of the office/class team of the arrival of the visitor who will collect them from reception and escort them to the designated 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 in line with Baytree Safeguarding practise.

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Working in departments

In order to promote social distancing and minimise the opportunities for cross contamination classes are continuing to work in departments:

EYFS/KS1 – Red, Orange, Yellow

KS2/3 – Green, Purple, Uphill

KS3/4/5 – Worle, Birnbeck, Knightstone, Steepholm

The expectation is that all staff and learners minimise visiting other department during the school day.

Dedicated visitor spaces

- Music room – this will be used by music therapist/orchestra

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- Physio room- will be a professionals/therapists meeting space. There will be a maximum capacity of 1 pupil and 2/3 adults within this space (due to the size of the room).

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.

Visitor toilets and staffroom

Professionals are able to use the staff toilets in the corridors or the toilet in reception.

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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 Government guidance.

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
- 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.

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- Please continue to clean surfaces, toys, objects and contact points throughout the day as part of daily cleaning routines.
- Please alert a member of the healthcare team/facilities if cleaning products/towels need replenishing.
- School/home physio/OT equipment can be adjusted in physio room at school however not within the classroom.
- Home equipment/chairs can be adjusted in the physio room in school and not the classroom – home equipment **must not be stored in school** as there is limited space in the school.

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 / Kirsty / Lottie) will always be onsite.

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The reintroduction of face masks, bubbles and other restrictions may need to be implemented to reduce the spread of covid-19 – this will be in line with Government Guidance

Thank you for your continued support

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