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**Protocol for visiting schools and settings - May 2021**

**Introduction**

The following guidance is for all local authority (LA) and Stockport Foundation Trust (SFT) employed staff, who are required to physically visit a school or setting from March 2021 onwards (to be referred to as the visitor within this document).

Following the guidance issued on 18th May 2021 this document is to support schools and settings to continue to minimise the risk posed by visitors to the whole school and setting. The intention is to ensure that our schools and settings are able to stay open to maintain the educational opportunities for our children and young people as much as possible. Some services will decide that visits to schools and settings are unnecessary. These services will continue to deliver their business remotely for the time being. However, face to face visits from other services will continue in order to meet the needs of children and young people and provide necessary services to the school/setting.

The following have been consulted in producing this guidance:

* Public Health colleagues
* Health and Safety Section
* DfE Guidance
* Discussion and consultation with school/settings representatives
* Discussion with children, family and education service representatives
* Restoration of community health service guide (NHS)

**This guidance applies to:**

All LA services and Stockport Family, Stockport Foundation Trust and therapy services who usually visit schools/settings to conduct core business.

**Principles**

* Decisions on service offers will ensure that health and safety for all in the school/setting environment is paramount in order to reduce risks of infection.
* Any decisions taken are in the context of attempting to reduce the likelihood that schools may need to close bubbles.
* There is a recognition that we need to make decisions as a whole, as opposed to individual service level, in order to give clarity and consistency.
* Offers will change as the COVID-19 situation develops or guidance changes. This will be discussed with school/setting representatives and communicated to partners.
* The workforce is here to support children, young people and schools/settings. When this cannot be done effectively virtually, this should be done face to face.
* All partners will follow up to date public health guidance and comply with the Governments test and trace programme. SFT Community Services will follow the NHS guidance. All partners will also follow any recommendations as set out in DFE guidance.
* Visitors must always be mindful of the need to limit the contact they have with children and adults in school/setting.

**3.0 Current guidance from public health**

* **Social distancing** **(2 metres)** is required where possible. It is the key mechanism to prevent the spread of the virus.
* If social distancing cannot be guaranteed, staff should **limit the number of schools/settings** visited per day to one setting where possible.
* **Records of all visits** to schools are to be kept both by the school/setting, using their signing in procedures as well as by the service. This should include all of the children/adults that have been in contact (under 2 metres) with the visitor.
* **Good hand hygiene** must to be followed. This includes washing/sanitising hands on arrival and on departure.
* All staff must follow the schools/settings **health and safety risk assessment** guidance for being on site.

**In all schools**:

* visitors must use face coverings outside of the classroom and in non-teaching/direct childcare role.
* In any school that has retained or reinstated the use of face coverings in the classroom (e.g. due to an outbreak), visitors should use face coverings at all times.

**4.0 Testing for staff visiting schools/settings**

1. **If your visit to a school/setting involves being in a classroom where children are being taught**, you must get a test daily before you start work for the day.
2. **If your visits to a school/setting are to do direct work with a child away from the classroom where the children is usually taught** (eg: in a side room or an empty classroom) you must test a minimum of twice per week, before you start work for the day, with the first day being the day you start work that week.

Staff who do not take the test will not be permitted to continue with the school/setting visit. Individual members of staff will need to discuss this with their line managers.

Testing involves a lateral flow device (LFD) test. This can be taken at a test site or at home. Home test kits can be collected from:

* Fred Perry House
* Brinnington Housing office (afternoon only)
* Chadwick Street Car park – Marple (afternoon only)
* Other sites detailed on the following link:

[https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and- bubbles-of-school-pupils-and-staff](https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-%09bubbles-of-school-pupils-and-staff)

If the test is positive, the visit must not take place and staff must do the following:

1. Inform line manager
2. Begin self-isolation

**5.0 Additional Information:**

* **Any staff who are feeling unwell and have symptoms of COVID 19** must stay away from school/setting and follow the public health advice around testing and self-isolating. Any staff who have members of their household with coronavirus or are showing symptoms should be self-isolating and must stay away from school
* **Staff requiring PPE can collect it from Fred Perry**. Please email [ppe19@stockport.gov.uk](mailto:ppe19@stockport.gov.uk) to arrange pick up.

Thank you for your co-operation to help to keep our schools and the community as safe as possible.

***Owners:*** Tim Bowman Director of Education

Deborah Woodcock Director of Operations, Stockport Family

**Date:** May 2021