

Managing Covid-19 risks for Outreach Pupil Support

This RA has been written with reference to the regularly updated government guidance *Coronavirus (COVID-19): implementing protective measures in education and childcare settings*. The information presented below is intended to support the specialist teacher in making a judgement as to whether the potential risk factors of the work involved can be reduced and appropriate precautions taken to ensure both Covid safe and ethical working practice for both specialist teacher, pupils and colleagues.

In addition to the measures taken below, the outreach staff will also follow the school's own guidance and risk control measures which should, where possible, be provided to the SRB in advance of the visit.

To be completed for each visit

Name of Pupil(s)		Date of Visit	
Staff involved		Venue	
Time of Start		Time of Finish	

Activity/Issue	Hazards and risks involved	Potential control measures
Outreach Staff enters school	Airborne or surface contaminations	<ul style="list-style-type: none"> • Wash hands on arrival, using soap or any hand sanitiser provided or using their own. • Sign in using own pens. If an online sign in is requested, ensure that hands are washed before and after sign in. • Confirm that you and your family members have no covid-related symptoms.
Pupil meets Outreach Staff	Outreach Staff/pupil's infection risk	<ul style="list-style-type: none"> • School rules apply. School's own Covid-19 Health & Safety Sheet to be shared and attached. • Wash hands before (and after), use any appropriate PPE or specialist safety equipment <u>where this is required by the setting</u>. Sanitising hand wash should be available to both parties. • Elicit, in a sensitive way, that the pupil or their family members are not displaying Covid-19 symptoms.

Observation of pupil in classroom setting	Outreach Staff / pupils' infection risk	<ul style="list-style-type: none"> • When observing follow social distancing guidelines and ensure they can be met without compromising normal classroom movement, fire doors or exits. • Comply with school rules regarding PPE or specialist safety equipment. • Disposable gloves should be worn to look through pupils' books. Gloves should then be placed in a suitable bag to be taken away for disposal.
Location and positioning for one to one meeting with pupil	Airborne or surface contaminations	<ul style="list-style-type: none"> • Ensure, in advance of the visit, that adequately sized space is available to allow for social distancing. • All windows and doors to be open where possible (pupils may need a coat). • Allow 15 minutes before pupil's arrival for appropriate set up, and 15 minutes between pupils) for cleaning and aeration. • Signs up to ensure quiet and lack of interruption. Fire doors/exits should not be compromised. • Consider seating arrangements carefully to reduce the potential effects of airborne contamination. It may be better to sit either offset or alongside (at 2m distance) rather than opposite or at a more typical 90-degree angle.
Location and positioning for one to one meeting with staff member (e.g. SENCo)	Airborne or surface contaminations	<ul style="list-style-type: none"> • Where possible, arrange for any discussions to be conducted via a telephone/online meeting in advance of or following the meeting with the pupil. • Where a meeting needs to take place, ensure adequately sized space to allow for social distancing. • All windows and doors to be open where possible. • Signs up to ensure quiet and lack of interruption. Fire doors/exits should not be compromised. • Consider seating arrangements carefully to reduce the potential effects of airborne contamination.
Working outside	Working outside might appear to be a simple solution to reduce the risk of transmission. However, the following challenges should be carefully considered: Safeguarding issues. The effects of weather on the integrity of the session.	<ul style="list-style-type: none"> • Schools are likely to require all staff to be working with pupils within view to comply with safeguarding guidelines. Pupils will expect and require a level of privacy to ensure they feel comfortable to undertake the session. Outreach Staff will need to consider whether the school site provides an appropriate outside setting that both complies with safeguarding and privacy. • Bring clipboard to secure any paper based resources. • Consider the time available before any staggered breaks/lunches. • Check and comply with all school cleaning requirements.
Breaks and use of school facilities	Outreach Staff may need to drink, eat and use facilities.	<ul style="list-style-type: none"> • Bring own drink, food and mug, providing this in line with school guidelines, and take them home for washing.

		<ul style="list-style-type: none"> • Follow any school clearing procedures when using any facilities, remembering to wash your hands. • Consider staggering break times to avoid unnecessary contact with other staff members and pupils.
Sharing resources for school visits	Airborne or surface contaminations	<ul style="list-style-type: none"> • Use own set of resources where possible. Additional resources to be purchased to help with this, providing cost implications are not too high. • Any shared resources should be disinfected or quarantined prior to being taken out of or returned to the SRB. • Where resources may be more difficult to clean or disinfect, these could be left in a plastic box in the SRB staff room (with a date on) which could hold the items for a week. These items could be used or returned after ensuring a minimum of 72 hours containment.

We understand that in a school environment, changes can occur unexpectedly and at short notice (e.g. room availability). In circumstances where this results in the Outreach Staff no longer being able to work with the pupil in a way that adheres to this risk assessment, the Outreach Staff member reserves the right to cancel the meeting and re-schedule the date.