



Visiting Professionals Protocols Where Face To Face Work With A CYP Will Take Place

It is the responsibility of the professionals to read the risk assessments and protocols before they attend Eliot Bank and Gordonbrock Schools Federation. If professionals are unable to follow the protocols outlined in this document, the school will not be able to facilitate any assessment/observation/meeting. Professionals must inform the school if they are unwell and unable to visit, with as much notice as possible.

Expectations Of Both Eliot Bank Schools Federation And Any Visiting Professionals

Expectation	Protocol
School to provide visiting professionals with information/ protocol for managing outside professionals prior to the visit	<ul style="list-style-type: none">• All appropriate risk assessments will be sent to visiting professionals before the visit.• Professionals must arrive at the allocated time• Professionals will be met in the Reception area by the member of staff arranging the visit.• Professionals must adhere to school procedures for moving around the school.• Professionals will be given fire protocols, guidance for using the school's facilities including the toilet and use of staffroom on the day.• If professionals need assistance, or become unwell, they will need to contact the member of staff in charge of the visit (details to be given on the day)
School to provide an appropriate environment for the assessment, work or activity.	<ul style="list-style-type: none">• The room will be well ventilated. Doors and windows must remain open.• Desk will be arranged so that social distancing guidance can be followed.• The room will have its own PPE kit which will include, hand sanitiser, sanitising spray and/or wipes, disposable aprons, gloves and masks.• The room will be cleaned before use.• Professionals are responsible for wiping down their desk and equipment before working with another child and/or family.• Professionals/CYP and/or members of staff must wash their hands before coming into the room.• CYP will use their own stationary, when appropriate
School to facilitate classroom observations only when necessary and in the best interests of the child and agreed by all parties involved	<ul style="list-style-type: none">• Observations are limited to only one bubble per visit.• Professionals will ensure that they have their own stationary and/or resources and will take them when leaving the classroom and/or playground.• Professionals will be provided with an appropriately place chair (when in a classroom) to allow them to make accurate observations.• Professionals will not move around the room unless they are going to interact with the child they are observing. If this is the case, professionals must talk to the child from behind or at the side of the child and not face to face.• Professionals will follow social distancing guidance as outlined in the risk assessments.
Post meeting/assessment/activity and leaving the building	<ul style="list-style-type: none">• Professionals must dispose of their used PPE following the guidance in the PPE Kit.• Professionals are responsible for wiping down their desk and equipment when they have completed their work/assessment/observation/ activity.• Professionals will be informed on how to leave the building safely before they begin any work with a CYP.