

## WEPS Protocol for face-to-face direct working September 2021

This academic year the Educational Psychology Service (EPS) will be offering a hybrid delivery approach involving both school visits and also virtual meetings / consultations where this is considered appropriate.

This risk assessment has been updated in light of updated **Government Guidance -Schools COVID-19 Operational Guidance** (Updated on 27<sup>th</sup> August 2021) (<https://www.gov.uk/government/publications>) , *'Step 4 marked a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk'*

The following control measures must now be in place in schools:

- Ensuring good hygiene for everyone
- Maintaining appropriate cleaning regimes
- Keeping occupied spaces well ventilated
- Following public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

This updated risk assessment document also takes into account updated guidance produced by the Association of Educational Psychologists (July 2021):

*'As restrictions are lifted the emphasis is placed on personal responsibility, and acting in a way which will restrict the transmission of Covid-19'*

Educational Psychologists (EPs) may now work in more than one setting a day or across year groups in a school. Inside home visits are also permitted. EPs must be COVID aware and will take personal responsibility and act in a way which will restrict the transmission of COVID-19.

Whilst multiple visits are now permitted across the day EPs should seek to minimise contact with others where possible and act in accordance with public health guidance to restrict transmission. If EPs are making more than one visit in a day then they must inform those involved in the second visit so they can make an informed decision about their own personal risk.

The following Protocol is to be used by all staff within the Educational Psychology Service. For EP read any EPS member.

<b>PRIOR TO THE VISIT</b>
1. An e-JAF (electronic-Joint Agreement Form) is completed demonstrating informed consent.
2. The EP to reassure themselves that they are comfortable with the settings' risk assessment, guidelines/policy/procedures for receiving visitors.
3. Agree with setting the protocol for entering the building and how to maintain integrity of social distancing (if required) in relation to named child/young person/parent/carer.

4. Agree arrangements for use of PPE (Personal Protective Equipment) if needed or requested by the school/setting, child/young person/family or personal preference.
5. EP will have PPE in their possession enabling them to clean assessment tools including kit cases, materials and resources before and after each visit.
6. EP will take personal responsibility and act in a way which will restrict the transmission of COVID-19. EP will follow government guidance regarding the use of lateral flow tests.

## DURING THE VISIT

7. On arrival, if the school/setting has not implemented their risk assessment and/or the environment does not appear COVID safe, the visit will be ceased and rearranged.
8. The use of a face mask will be personal preference when working in face-to-face settings unless requested by staff, child/young person (CYP) or family.
9. The EP will be pre-planning their engagement in a setting and this will include minimising their contact with others across the setting. EPs will maintain a clear pre-agreed focus for the visit that is Covid aware.
10. Current guidance on social distancing, and sanitizing will be adhered to by the EP, and practice will be in line with the setting's COVID guidelines.
11. The EP will check with the setting that all work surfaces to be used by the EP and CYP e.g. table and chairs, have been cleaned using disinfectant or disinfectant wipes in accordance with government guidance (<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>) EP will check tissues are available, and windows/doors are open to ensure good ventilation.
12. When working with CYP directly, the EP will check individuals have washed/sanitised their hands before coming into the working space.
13. The EP will remind CYP of the setting's hygiene arrangements i.e. we are working within the Covid environment, social distancing etc, and remind the CYP not to touch their face, eyes, nose.
14. If the CYP needs the toilet, this should be in accordance with the setting's policy/risk assessment.
15. Individual and group work: Position self 2m/1m\* away from child/young person and other adults in the room if possible, and in line with the government guidance at the time of the visit. Sit side by side or at right angles if possible. Check CYP has brought their own pen/pencil. Wherever possible let CYP use resources/toys from their own environment.
16. The EP will you use their own resources for taking written notes and will take these away with them.

## AFTER THE VISIT

17. EP will sanitise hands immediately on exiting the school/setting prior to getting into their car. This should be followed by washing hands on arrival at home, or office base.

\*In accordance with government guidance on social distancing.