

Protocol for Sevenoaks STLS visits from September 2020

Due to the current COVID situation we need to minimise contact between Specialist Teachers and setting staff/pupils in order to reduce the risk of spread between settings. As a result of this, the Specialist Teachers will no longer be able to spend a whole morning or afternoon session in a setting as part of a pupil visit. Specialist Teachers can only visit one setting / bubble within the setting per day.

In the light of this, we have reviewed our case-lists and will need to arrange visits according to priority of need. The following protocol will be used, although this may be amended further depending on how the situation develops over time. We appreciate that this will require liaison and preparation between STLS and settings before the visit to make it worthwhile and hope it will not be too onerous to setting staff. Please feel free to contact any of us to discuss any issues you may have.

Reason for visit

The Specialist Teacher will only come in to observe pupils where there is a pressing need, and this would be discussed with setting prior to agreeing a date and time. Factors that would be likely to lead to an observation would be:

- new to case-list
- at risk of exclusion or other urgent circumstances
- up-to-date observation needed as part of statutory assessments i.e. EHCP request

The visit

1. The Specialist Teacher will arrive at the setting once the children have arrived to observe a session. This session will be agreed in advance with the SENCO.
2. The Specialist Teacher will liaise with the setting regarding the wearing of a face covering while observing in the setting and will wear a face-covering if requested by the setting.
3. The Specialist Teacher may ask to observe the pupil working with an adult within a structured play session while maintaining a 2-metre distance.
4. When the observation has finished the Specialist Teacher will chat to the SENCO at a safe distance.
5. If required the Specialist Teacher will arrange a meeting or phone call with the SENCO and / or manager later in the day or the following day at a convenient time, via Teams/Zoom, where observations, the personalised plan and next steps will be discussed.
6. The Specialist Teacher will also arrange to meet with parents over Teams/Zoom or over the phone to discuss the visit and any issues the parents would like to raise. Setting staff, typically the SENCO, will be invited to this meeting.
7. As face to face assessments will not be possible, settings will be asked to fill in an 'All about me' sheet before the visit. This will be emailed to the setting in advance of the visit and if possible, returned to the Specialist Teacher before they visit.
8. Any children who have been referred through Early Years LIFT and not yet been seen will take priority over existing children in the first instance.

Reviews

1. All reviews will take place online as they typically involve looking at progress data and reviewing targets. This is not anticipated to require a setting visit. The Specialist Teacher will arrange a review date with the setting.