



SEMH Support Team – Risk Assessment

As per the nature of the SEMH Support Team, visits are required in order to observe and liaise with key adults to support pupils. Below will outline the mitigating factors all members of our team will follow whilst working.

Theme	Action	By when/whom
Reducing contact between team members	<ul style="list-style-type: none"> • Our office will be unmanned until further notice • Team members will work from home as often as possible, avoiding use of the office • If team members need to use the office, such as filing safeguarding concerns, times will be pre booked and agreed by Team Leader. Capacity of the office will be limited strictly to 2 people • Team meetings will be held via Microsoft Teams where possible. Due to confidentiality, Teams is the only platform TWHF are able to attend/host meetings on. The team may need to meet occasionally and only if necessary. Team members are able to socially distance in the office due to layout and space. Face masks will be worn throughout and all team members will adhere to good hand hygiene • Team members will not share vehicles to attend or leave visits • There will be a need for some shared visits to take place. <p>This will include two members of the team. New starters joining the team are required to shadow other team members. Team members will contact the host school to confirm this is possible. During shared visits team members will stay at least 1m+ or further where possible</p> <ul style="list-style-type: none"> • Mandatory training taking place at Nyland Campus will now be delivered remotely where possible 	ALL
Testing	<ul style="list-style-type: none"> • In line with government guidance team members will stay at home if they suspect or are experiencing any of the main COVID19 symptoms. • Team members will arrange a test and will stay at home until the test is negative • If a team members tests positive, they will inform the host school(s) Head Teacher, outlining which staff/year group they attended and who they may have had contact with in the last 7 days 	ALL
Before visits to schools or settings	<ul style="list-style-type: none"> • Team members will contact the designated member of staff to review the school's risk assessment. A copy of this will be held by our service • The SEMH Support Team will only visit ONE setting per day. If there are multiple children spread between different bubbles, separate days will need to be scheduled. However, if children are within the same support bubble e.g. two classes that form one bubble, it will be possible to see more than one pupil during that visit • Team members will pre arrange a specific visiting time with the host school. When arranging visits team members will be encouraged to avoid 'high traffic' times, e.g. 9am, break, 	ALL



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	<p>lunch, 3pm – unless necessary and conducive to the result of the visit</p> <ul style="list-style-type: none"> • The team may call ahead of their visit, speaking to reception to ask whether there may be any suspected cases of COVID19 within the school 	
When on site	<ul style="list-style-type: none"> • All team members will follow the guidance provided by the school in their risk assessment • All members of staff will wear a face covering/shield whilst on site • Team members will socially distance from host school staff and pupils as much as possible • Team members will limit the time spent in school to observations and meetings that cannot take place remotely • Team members will adhere to regular and strict hand hygiene whilst moving through the school • Team members will ensure minimal belongings are brought into school, e.g. one bag to be kept on person (not stored in staff room, cupboard etc.) • Team members will refrain from using shared areas such as staff room unless absolutely necessary • Team members have been strongly advised against positively handling pupils (Team Teach). Team members will alert the key or relevant adult(s) immediately. Unless a critical emergency, team members will not be expected to physically intervene • Team members will record who they have spoken to and been in close contact with during their visit 	ALL
Reviewing and updating	<ul style="list-style-type: none"> • This risk assessment will be reviewed weekly at team meeting for the foreseeable. • All team members will feedback considerations, thoughts or amendments to this document 	