



COVID-19 Procedures for school sessions delivered in school and other educational settings

KEY PRIORITIES

Minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend work

Promoting good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach

Introducing enhanced cleaning, including touched surfaces, objects, equipment and hands

Keeping a 1-2 metre gap between the school party and the facilitator throughout the day

Facilitators to wear visors when necessary

IMPORTANT INFORMATION PRE-VISIT:

School should communicate any relevant details to sales and enquiries – including all SEND information so that the facilitators and staff can tailor their sessions towards your needs and so they know to add extra COVID-19 measures if necessary. If you cannot fit all of this information on the booking form – please email Sales and Enquires directly with this information – bosworth@leics.gov.uk

Please be aware that we have had to make some small tweaks to our sessions in line with Covid-19. We however are still dedicated to providing a high-quality learning experience

It is really important that the facilitators are given plenty of space to deliver their session. If the facilitator is delivering to more than one class – then the facilitator needs to deliver the session either in a large space like the main hall or outside

If any of the activities need to be delivered outside, please ensure that the pupils and adults involved wear sensible clothing and shoes

Schools must guarantee that, to the best of their knowledge, there are no symptomatic pupils and adults present during sessions

If the school party would like to arrange for the pupils to receive an item from the site shop – please contact Sales and Enquiries to pre-book our gift packs

All activities have been fully risk assessed, please read the School's Outreach Risk Assessment

If further restrictions are imposed locally or nationally, then school visits will be cancelled without a cost to the school

If the facilitators are not able to deliver at last minute due to illness, the centre will do all it can to find a replacement. If the centre cannot book a replacement for the day of the visit, the centre will need to work with the school to change the date at no additional cost to the school

If the school needs to cancel their booking because of reasons relating to COVID – the centre will not apply any cancellation charge

ON THE DAY

On arrival at the school the museum facilitator will sanitise their hands before signing in. Hands will also be sanitised between sessions and after handling any object touched by school staff or pupils

The pupils will also need to sanitise/wash their hands before and after the sessions

The facilitators will wear visors during delivery, but only if necessary. The school needs to let the facilitators know if they need to wear visors or masks in communal areas and corridors

When handling objects, the school party will take these from a receptacle provided by the facilitator, rather than the facilitator themselves, so that they can keep the required distance

The facilitator will only touch an object which has been touched by pupils/school staff to clean it or if wearing gloves

All objects, seating, storage boxes and equipment will be cleaned by the facilitator after each session or at the end of the day. It may be that some objects are quarantined for 72 hours before they are used again if they are not able to be cleaned or if the facilitator has duplicates that can be used

The facilitators will bring LCC supplied sanitiser, wipes, gloves and visors with them

If the correct measures are put in place, the facilitators can visit more than one school in a day

AFTER THE VISIT

School should notify Sales and Enquiries if a member of the school party (adults and pupils) develop COVID-19 symptoms, in line with the government Track and Trace policy (within 48 hours of the school visit/after the weekend if the visit falls at the end of the working week). The centre will do the same if any member of staff involved in the visit also develops symptoms.

CONTACT INFORMATION

If you have any further questions, please contact Sales and Enquiries on 01455 290429 / bosworth@leics.gov.uk

We are dedicated to ensuring that all school parties have a great session. Please let us know how the visit went. Your evaluation form will have been sent to you with your booking confirmation.

Enjoy!