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| **COVID-19 Visiting Other Schools Checklist** |

**This form is to be completed for visiting other schools.**

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| **No.** | **Action Required** | **🗸** |
| 1. | A robust policy/procedure is in place for the control of infection for visits to other schools (obtain a copy of the other school’s policy and send a copy of your policy to the other school). |  |
| 2. | A robust risk assessment is in place for the control of infection for visits to other schools (obtain a copy of the other school’s risk assessment and send a copy of your risk assessment to the other school). |  |
| 3. | Are your / the other school’s staff aware of key emergency information (fire safety, first aid, lockdown procedures, bomb threats, etc.)? |  |
| 4. | Has an induction been completed for your / the other school’s staff for temporary working arrangements (including COVID-19)? |  |

**Host School:**

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| **Employee’s Name** | **Employee’s Signature** | **Date** |
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**Visiting School:**

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| **Employee’s Name** | **Employee’s Signature** | **Date** |
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