

The Skylark Partnership

Procedures for sharing equipment in settings - January 2021

As far as possible, pupils and staff will not share equipment in order to minimise the risk of the spread of infection. Where this is not possible, antiseptic wipes will be used to wipe down the equipment.

Pupils will be provided with all of their own equipment – pens, pencils etc - or they can bring their own from home. Equipment provided will be contained in a plastic wipeable pencil case or will remain loose in a personalised labelled tray. This will include whiteboards and whiteboard pens if required. Equipment brought from home will need to be contained in a pencil case also.

Staff will be provided with their own set of equipment or can provide their own. This needs to be in a container e.g. pencil case.

Pupils will be given new exercise books to work in which will be stored in trays or lidded boxes.

Following guidance in the risk assessment [here](#), staff can touch exercise books to mark the pupil's work in the books. Pupils will be instructed to self mark wherever possible..

If there is limited equipment for art/creative sessions, the equipment that requires sharing will be wiped down with an antiseptic wipe before being used by someone else.

FM communication equipment will be wiped with an antiseptic wipe after use and before passing it to someone else.

All pupils will be allocated a tablet/laptop for their sole use and these will be clearly labelled. This will be cleaned, by them, with a specialised spray at the end of the day & returned to the charging trolley/charger.

Disposable cups will be provided for hot and cold drinks. Pupils and staff will be asked to bring their own snacks.

For more details of the risk management measures, please see risk assessment [here](#)