



Assessment Procedures under Covid-19

Spring 2022

What to Expect on the Day of the Assessment:

This guidance is to let you know what will happen on the day of your appointment and to advise you of the extra measures we have in place at this time. Our objective is to ensure the safety of all who visit and work at our Centre during the easing of restrictions to manage Coronavirus.

1. If the person to be assessed is displaying any suspected **Covid-19 symptoms***, **do not come to the appointment**, contact us asap on: office@dyslexiacentre.co.uk cc to officetwo@dyslexiacentre.co.uk If it is the day of the appointment, call 0117 9739405.
2. We prefer only **ONE person to accompany a child where possible** (17yrs and under) into the building. Please ensure we have the mobile phone contact for this person. Adults (18+) please attend the appointment on your own.
3. Please **provide a pen/pencil and a snack and drink** for your child (water or squash, biscuit/ piece of fruit etc). Adults, please feel free to bring your own hot or cold drink. Please take away any packaging/ containers afterwards.

On arrival:

- Please arrive no more than 10 mins before your appointment time. The car park is for staff ONLY. Pay and display parking is available nearby. When you arrive, please ring the bell and let us know you are here. A member of staff will then collect you from outside when we are ready for you.
- We request that adults **wear a face covering in the communal areas** of our building, however once in the appointment Perspex screens are used, so masks may be removed.
- Please **wash your hands** on entry to building (bathroom on right hand side of hall). Or use sanitizer provided.

The assessment:

- The accompanying parent will have a brief introduction with the assessor and be able to see the room where the assessment will take place if required for peace of mind or to settle the child.

- The assessment will then be carried out 1:1, using safety measures and regular cleaning of materials and shared spaces. All staff and assessors have enhanced DBS certificates and safeguarding policies are in place.



- In the assessment, wherever possible distancing will be followed. However, at times resources will need to be passed between the assessor and assessee for the administration of certain tests. For this reason, they will be separated by a large Perspex screen and exchange of resources made through a passing slot under the screen. Both parties will have access to sanitizer, tissues and pedal bins. Ventilation will be encouraged with the door to the assessment room remaining ajar and windows being opened as appropriate.
- The assessment will take approx. 2 hours. We cannot allow the accompanying adult to wait inside the building (besides exceptional circumstances), but request that you please **wait nearby. (In your car, nearby shops, on the Downs, eg: within 5-10 mins)**. Please make sure you have your mobile phone with you at all times.
- At the end of the assessment, the assessor will invite the accompanying adult inside for some initial feedback. (Please wear a face covering).

This will bring the assessment process to a close. If you have any questions, please do not hesitate to contact us.

***Covid-19 Symptoms:**

The most important symptoms of coronavirus (COVID-19) are recent onset of any of the following:

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell (anosmia)

If you have any of the symptoms above you should self-isolate at home and arrange for a Covid-19 test.