



## COVID-19 VISITORS POLICY

**Reviewed when required by the Headteacher and ratified by The Governing Board**

Date of last Review	Signature
22/09/20	<i>Andrew Willoughby</i>

In response to the global coronavirus outbreak, Alford Primary School has implemented a strict visitor policy to safeguard the health and wellbeing of the whole school community. Our policy has been developed in accordance with the advice and guidance given by Public Health England (PHE)

This policy is applicable to anyone who is not a staff member or a current pupil and comes onto the school site.

This policy will stay in place during the Covid-19 restriction period and will stay in force until further notice.

This policy will be published on our website and also displayed in the entrance area outside the Office.

To protect all in the school community, we would ask anyone who meets the following criteria not to visit the school until they have completed the specified self-isolation period and remained symptom-free.

Please do not visit the school if:

- you have a high temperature and / or new continuous cough
- a loss or change to your sense of smell or taste
- you have had direct contact with anyone who has such symptoms within the past 7 days.

**GENERAL VISITORS**, e.g. professionals such as social workers.

To limit the amount of people entering the school buildings, wherever possible, meetings and contact will be held virtually (e.g. by telephone, email, TEAMS or Zoom).

- Visitors will only be admitted into the school building with a prior appointment and if the correct safety protocols have been adhered to.
- No-one will be admitted onto the school site without speaking to the school office staff through the gate intercom. Office staff will check to ensure an appointment has been made or if it is of an urgent nature.
- On entry visitors should go directly to the office and sign in using the individual sign in sheets provided. Visitors must sign out on leaving the building.
- Regular, known visitors may be issued with a fob to access the foyer. This should be returned to the office when signing out upon leaving.

**CONTACT DETAILS WILL BE REQUIRED FOR EVERY VISITOR THAT ENTERS THE SCHOOL IN ORDER FOR 'TRACK AND TRACE' TO BE EFFECTIVE IN THE CONTROL OF THE VIRUS IF A CASE WERE DETECTED.**

- A sliding glass door is in place over the office hatch, to safeguard the office staff and should not be touched or opened wider.
- A hand sanitiser dispenser will be available, and all visitors **MUST** use this before entering the building.
- Visitors will be directed to the area of the school they need to access and will not be allowed to access other areas, to maintain the integrity of our 'bubble' system.
- All visitors should be advised that social distancing must always be maintained.
- Visitors are asked not to bring any unnecessary items into the school. You may be asked to leave items at the Office (plastic bags will be available).
- The use of the school toilets is prohibited without agreed consent from the Headteacher.
- Refreshments will not be provided, so visitors are advised to bring their own water bottle with them.
- Fire and first aid arrangements will be verbally given when you sign in at the Office.

**PARENTS / CARERS**

Parents may only come onto school premises if an appointment has been made and is agreed with the school office. Except for emergencies, and in the case of a child being unwell, or suspected of having Covid- 19, requests for alternative times must be requested and agreed in advance.

- If it agreed with the Headteacher that parents need to come to the school, they must not bring other members of their household or friends.
- Delivery of their child's forgotten items can be made to the Office but will be sanitised before being sent to class.
- The Drop Box can be used for delivering letters and documents.
- The school email address/telephone number should be used as first point of contact.

### **THERAPISTS / PUPIL SUPPORT**

Where possible, support will be given virtually, to limit the number of adults into the school building.

- Visitors coming to site to partake in agreed activities and sessions with pupils will follow the general guidance above.
- A member of the office staff will guide the visitor to the area they will be working in and make sure they have everything they need for their session. The visitor will not be allowed to access other areas of the school without permission from the Headteacher.
- Social distancing must be maintained (unless agreed for exceptional circumstances, e.g. delivering physiotherapy, but then appropriate PPE will be worn) and regular handwashing / sanitising should be undertaken.
- The amount of equipment /items needed to deliver the support should be limited.
- Visitors will be expected to provide their own Personal Protective Equipment.
- Personal/organisation risk assessments need to be provided prior to coming on site.

### **DELIVERIES**

- Deliveries will be placed in the entrance area of the school Office.
- Delivery personnel will only be permitted into the main school building if appropriate, e.g. large items on sack trolleys taken to the resources room, and they will be closely supervised by Office staff.
- Social distancing needs to be maintained.
- School staff will not sign for any deliveries.

### **CONTRACTORS**

- It is expected that anyone whose visit to school falls into this category, should not be allowed onto site whilst children (and ideally, staff) are present. They will only be admitted during the school day if prior consent has been given by the Headteacher.
- A procedure for entry will be agreed with the Site Manager, who will take contractors to their area of work.
- Supervision arrangements and normal safety measures will be agreed prior to your visit to the school. All documents will be emailed – staff will not sign paper documents.
- Contractors will provide their own Personal Protective Equipment PPE (if required)
- School must be provided with a risk assessment prior to coming on site.

- Any waste generated should be removed from the school site by the contractors.

Any concerns regarding anyone **not** adhering to this policy should be notified to the at the earliest opportunity.

**We take the safety of our staff and pupils very seriously. Failure to adhere to this policy will result in you being asked to leave the premises.**