

Visitor Protocol for Covid-19

1) Introduction

This guidance is to ensure the school continues to provide a safe working environment for students and staff during the continued period of COVID-19 infection.

2) Visitors

The school recognises the importance of strong communication between parents/carers, local businesses and our wider community however we also have a significant duty of care for the many staff and students on site every day. It is critical that we continue to make the following adjustments to ensure that transmission risks are reduced:

- Only meetings considered essential should take place on the school site. Conversations will be by telephone, video call or email wherever possible.
- Meetings/visits that are essential will require:
 - Visitors to maintain social distance within Reception at all times.
 - Please ask your visitor(s) to arrive at the agreed time as there will not be the facilities for them to wait until you are available.
 - Please ask visitor(s) to be patient until it is their turn to enter the Reception area.
 - Visitor(s) to wear a face mask/covering unless under the age of 11 or exempt.
 - Visitor(s) will be required to use the hand sanitizer gel available. Good hand hygiene must be maintained during their visit to the school.
 - Social distancing to be maintained as much as possible whilst on site.
 - Please check with visitor(s) that they are not showing any of the 3 main symptoms of Covid-19 prior to attending site. The symptoms are:
 - a high temperature
 - a new, continuous cough
 - loss of, or change in their normal sense of taste or smell (anosmia)
 - If you are responsible for a visitor(s) coming onto site, please be ready to collect them from Reception at the agreed time. Please allow plenty of time to reach Reception ensuring that you are not late.
 - Please ask visitor(s) to provide evidence of a negative lateral flow test result taken within the previous 24 hours. LFD tests can be provided for visitor(s) to undertake and wait in their vehicle.
 - At the end of the visit, please escort your visitor(s) to Reception and ask them not to remove their face mask/covering until after they have left the school site.
 - Speakers, trainers and contractors must be agreed in advance with a member of SLT and the visitor protocol followed.

3) DFE & Public Health England - Health Protection Team

The school will inform the DFE & Public Health England if there is a suspected or confirmed case of Covid-19.

Registers of visitors may be shared with NHS Test and Trace to assist in contact tracing.