

The following protocols have been developed based on the [Guidance for the Full Opening of schools](#)

The coronavirus (COVID-19) pandemic resulted in government advice for schools to close to the majority of pupils on March 20th 2020. Social distancing measures, alongside stringent handwashing, were introduced to help minimise the risk of an outbreak in school. All non-essential visits to the school were cancelled. Following Government advice, the school reopened, to more pupils, from June. The school follows the latest Government guidance and have carried out extensive risk assessments. Whilst visits into the school should be kept to a minimum, there are circumstances, where visits are essential. This document is created with the intention of protecting visitors, staff and pupils from risk of infection.

### **Prior to any visit to the school**

- To limit the risk of spreading COVID-19, school staff should attempt to keep the number of visitors to the school to a minimum. Staff and visitors should establish whether the purpose of the visit could be achieved remotely i.e. without a visit to the school site.
- Visits that are of a child protection nature or help fulfil a statutory duty (EHCP provision etc.) must go ahead, following risk assessment and full adherence to the visitor protocols.
- Where possible, the visit should take place before or after the school day, be planned in advance to ensure that adequate risk assessment can be carried out and take place in a well ventilated classroom to allow social distancing.
- Upon planning a meeting, the member of school staff responsible for the visit will email the visitor an electronic copy of these protocols.
- Please ensure you email the school office to advise of any expected visitors and collect promptly from reception at the agreed time.

### **During a visit**

- All visitors will be asked to provide their names, address and contact number, this is part of the track and trace system. *(We will put together a small slip for the visitor to fill out and post in the box in reception. we will empty the box periodically and dispose after 21 days)*
- Visitors must be supervised at all times and details of who they have come into contact with, will be retained for track and trace.
- All visitors must wash their hands immediately upon entering the school building. Hand sanitizer will also be provided, *in the main reception*
- Visitors must only visit areas necessary for the purpose(s) of their arranged visit and will be escorted to the appropriate area(s) by a member of staff.
- Visitors may be asked to wear a face mask, depending on current Government Guidelines. Upon entering, and before leaving a room, visitors must wash/sanitise their hands. Unless statutory health provision demands close contact (physio/testing/intimate care), visitors must maintain a distance of 2 metres between themselves and all children and staff.
- Visitors carrying out close contact with staff/visitors should use the appropriate PPE for that purpose. Used PPE should be discarded into a lidded bin. This will be double bagged before disposal.
- School equipment (phones/computers etc.) should not be used by visitors.
- Visitors will not be provided with any refreshments.
- Any Social Workers visiting must be supervised at all times (unless they request to speak to a pupil confidentially), a log will be kept of the pupil/s seen as part of track and trace.

- Following a visit If, following a visit to the school, a visitor displays symptoms or tests positive for COVID-19, they should alert the school immediately. The school will contact visitors if a person, with whom they had close contact, tests positive for the virus.
- There are no toilet facilities for visitors whilst in reception. Hosts may escort and wait for their visitors to use the facilities if they wish to do so, once they have collected them from the office.
- Please adhere to 2 people in reception area at one time. Visitors must wait on the ramp outside until the reception area is cleared.