



COVID-19 VISITOR POLICY

No non-essential visitors will be admitted to the school. All contractors and service providers to be approved by the Head of School.

Visitors can be admitted to school provided that:

- The visit is essential for the education, health or wellbeing of a child/children
or;
the visit is to carry out essential urgent maintenance on school property. Non urgent maintenance should be carried out when children are not present in school.
- The visitor is not showing any symptoms that would require self-isolation under current UK Government guidance.
- An appointment is made.

Visitors must read the school's Covid-19 Health and Safety Risk Assessment prior to their visit. This can be found on the school website.

1. Hygiene

Visitors will be required to follow the school's handwashing / sanitisation guidance. There are handwashing facilities on all floors and hand sanitiser widely available throughout the building.

2. Social distancing

It will be possible for visitors to maintain recommended social distancing from staff and pupils.

Meetings with staff and pupils will take place in the main school hall or the intervention room. Visitors will be able to enter classrooms, maintaining social distancing, should this be required to support a particular child.

Where necessary, peripatetic staff can, as per government guidance, move between groups and work with children from different bubbles as long as they comply with social distancing and hygiene guidance.

Visitors should follow the one-way signs when moving around the school.

3. PPE / face masks

Visitors are asked to wear face masks in the reception area only.

School staff are not wearing face masks in line with current government guidance, unless medically necessary for the member of staff or the child they are working with. Visitors may wear face masks or other PPE if they choose, or have been directed to do so by their company or organisation. This will need to be supplied by the visitor.

4. NHS Test and Trace

In order that the school may comply with NHS Test and Trace, visitors must provide a contact telephone number in advance of their visit. Details will not be shared unless required by NHS Test and Trace.

5. Signage

Signage to be in place at reception to remind visitors of the procedure they should follow whilst in school.