



VISITORS DURING CORONAVIRUS

The information below is a summary of key points from our 'SCHOOL RISK ASSESSMENT & ACTION PLAN FOR OPERATING IN A COVID-SECURE MANNER', which is available on our website or from the school office.

Our school welcomes visitors if:

- **The visit is essential for safeguarding reasons**
- **The visit is essential for health and safety reasons**
- **The visit is essential for educational reasons**
- **The visit has been pre-arranged or booked**
- **The visitor is not at risk of bringing coronavirus into school**
- **The visit takes place outside of school hours where possible**
- **The visitor follows current school policies for minimising the spread of coronavirus**
- **The visitor follows all current Government and Health Protection Team guidelines**
- **The visitor provides contact details for the purposes of contact tracing**

Procedures

1. If the visit is not taking place outside, we will ensure that all areas are cleaned before and after visit.
2. The route taken to the location being used will minimise the risk of mixing with children and staff and be outside as much as is practically possible.
3. Any locations being used are to be pre-booked, with no access to other staff and pupils during the course of the visit (unless in the case of an emergency).
4. Details of visitors must be recorded in the visitor log book.
5. Spare masks are available for visitors if necessary.
6. Visitors are to use staff toilets near the office (unless disabled access is needed). Toilets should be sanitised after visitor use.
7. Before allowing the visitor to enter school, the following questions must be asked:
 - Are you displaying any of the current Covid symptoms?
 - Have you travelled from or through a country that requires you to isolate in accordance to current guidance in the past 10 days?
 - Have you been in contact with anyone who has tested positive for Coronavirus in the past 10 days?
 - Have you been told to isolate by NHS Test and Trace in the past 10 days?
8. If there are confirmed cases in school, contact tracing will take account of any visitors to school. Similarly, we expect visitors to contact us if they confirm positive for Covid within 48 hours of being in school.
9. During visits, staff and visitors may decide whether or not to wear face coverings depending on current Government and Health Protection team guidance, the location and other Covid-safe procedures that are in place.
10. If at any time staff or visitors feel measures are not in place to keep them safe or not being observed they can call a halt. Visitors may leave or be asked to leave.
11. Contractors etc. are welcome if work cannot be carried out outside of main school hours. When deciding if work is to take place when the building is occupied then ask:
 - Is the work essential, an emergency repair or statutory?
 - Can it be scheduled for a school holiday or inset day?
 - Will contractors be able to follow school Covid-safe procedures?