



COVID VISITOR PROTOCOL

UPDATED JANUARY 2022

DO NOT ATTEND OR ENTER THE SCHOOL if you have had a positive test for Covid, you are awaiting a test result, you have one or more Covid symptoms, or you are quarantining because you recently visited a country on the red list.

Keeping Our Community Safe

- Masks should be worn on site (unless exempt)
- Pre-planned visitors should inform school before attending the school site.
- External club providers should ensure their space is well ventilated, hygiene measures are rigorously followed and they take regular LFT tests.
- All visitors on arrival please press the buzzer and wait for the office staff to respond.
- *Visitors inside the school building and in close contact with a pupil or group of pupils are strongly recommended to wear a mask.*
- The front office is open but we continue to encourage parents to contact the school by email and phone in the first instance.
- Sign in on arrival using the electronic system which is frequently sanitised.
- Appointments and meetings should be pre-booked, unless it is an emergency.
- Sanitise hands on arrival/departure and wash hands/sanitise as necessary during the visit.

We have comprehensive processes in place to keep our community safe. Key points include:

- A clear protocol in the event of a member of staff or pupil presenting with COVID-19 symptoms whilst at school.
- We have a communications plan, frequent staff and parent updates, various signs/posters and verbal reminders, to ensure adherence to government guidance, best practice for hygiene/cleaning measures and good hand and respiratory hygiene.
- We have enhanced cleaning provision and hand sanitiser points throughout the building and all spaces are well ventilated.

How You Can Help Us:

Limiting the spread of infection is everyone's responsibility. You can help us by:

- Washing your hands frequently, with soap and water. (Use sanitiser where not available)
- Use tissues (or the crook of your elbow) whenever you need to cough or sneeze, disposing safely of your used tissues and washing your hands immediately.

Please respect and support all of the safety measures that we have put in place. If having read this protocol and upon commencing work you feel uncomfortable about the area you are working in please cease working and return to the school office to report your concerns. If you have any questions about health and safety, and especially if it relates to the controls we have put in place to minimise the risk from Covid-19, please contact a member of the school office team, or SLT as soon as possible.