



# **Respect for All**

## **Visitor Protocol**

### **2020/2021**



Visitors are permitted strictly by appointment only and only when the visit is deemed essential.

If you are visiting our School with an appointment, please make sure that:

- 1. You sign in on arrival / sign out when leaving the building**
- 2. You wash and / or sanitise your hands when you arrive and as necessary during your visit**
- 3. You carry a mask or face covering and wear it as required**
- 4. You maintain a safe distance (2 metres) from other people at all times**
- 5. Adhere to RA checklist for visitor.**

We have comprehensive processes in the place to keep our school community safe. Further details are available on request, but the key points include:

- We have developed a clear protocol and provision in the event of a member of staff or pupil presenting with COVID-19 symptoms while at home. This includes clearly defined safe areas for isolation until an individual can safely travel home. (Meeting room will be cleared).
- We have put in place enhanced handwashing facilities. This includes the installation of additional hand gel/sanitiser dispensers at all external entry points.
- We will provide tissues to all classrooms, along with lidded waste bins for the safe storage of used tissues.
- We are asking all staff and visitors to wear visors/masks in corridors, provision) and other shared areas. (Visors are optional in classes but worn when working with children in close contact).
- We have put in place a comprehensive communications plan, delivered through posters across the site and verbal reminders from staff, to ensure good hand and respiratory hygiene.
- We have significantly enhanced cleaning provision. All out cleaning personnel have received specific training on cleaning for Covid-19 via service provider (DNS) and specific guidance.
- Our classes/staff have been grouped in “bubbles”, to help minimise any unnecessary contact and enable us to track any close contacts quickly if need arises at lunch/play times arrival and home time.

- We are enforcing social distancing: verbal reminders and posters are reiterating the messaging, classrooms and dining rooms have been laid out to minimise face to face contact and physical reminders such as barriers and line markings are in place to minimise inadvertent contact. (Tape in classrooms, on the floor).
- We have designated distinct year group drop off and pick up locations times to avoid mixing at the beginning and end of each day.
- We have strict controls in place to ensure parents/carers do not come into school unless it is essential and by appointment only.
- All staff have completed safety training in respect of Covid-19 and are given all up-to-date guidance at staff meeting.

### **How You Can Help Us:**

Limiting the spread of infection is everyone's responsibility. You can help us to keep our community safe by:

- **Washing your hands frequently, with soap and water.**
- **Using tissues (or the crock of your elbow) whenever you need to cough or sneeze, disposing safely of used tissues and washing your hands immediately.**
- **Staying at least 2m apart from other people and encouraging your children to do the same.**
- **Staying away from school if you have symptoms, have tested positive for Covid-19, or have been in close contact with a confirmed case, in line with Government guidance.**
- **Respecting and supporting all of the safety measures that we have put in place.**
- **Following local restriction guidelines.**

If you have any questions about health and safety and especially as it relates to the controls we have put in place to minimise the risk from Covid-19, please do not hesitate to contact:

**J Barlow**