



Guidelines for visitors to school

Autumn 2020-21

We expect all visitors to assist the school in minimising the risk of COVID-19. As the school continues to take guidance from Public Health England and the DfE we are limiting access to the site to essential visitors only. Visits must be essential for the education, health or wellbeing of the pupil/s or to carry out essential maintenance on the school property.

To minimise the risk for staff and pupils, as well as any visitors, we have the following guidelines in place:

- All visitors to make appointments and not visit unannounced.
- We ask that visitors refrain from visiting if:
 - You have developed a fever (above 37.8C) or a new, continuous cough, or loss of taste or smell within the last seven days.
 - Anyone in your household is required to self-isolate in accordance with Government guidelines.
- Along with all members of our school community,
 - All visitors to the school should wash their hands with soap and water before leaving home/their place of work and once they arrive at the school. Gel hand sanitiser will be available on arrival and throughout your visit.
 - While on-site visitors should follow good hygiene practices to stop the spread of the virus. This includes covering the mouth and nose with a tissue or a sleeve (not the hands) when coughing or sneezing, putting used tissues in the bin immediately and washing hands with soap and water often.
- Face coverings are to be worn by visitors for the duration of the visit. Any PPE is to be donned before entering the school building and removed once you have left the school building. Visitors must bring their own pen to sign in and out of school.
- While on site we ask that you follow social distancing guidelines.
- Only one visitor/bubble of no more than six people may be present in the reception area at any one time.
- If you begin to develop symptoms of COVID-19 whilst at the school, you must inform the school immediately and follow school advice. If you develop symptoms within 14 days of visiting the school, contact the school immediately by phone.
- We operate a 'hands to self' policy for all.