

## COVID – 19 School Visitor Guidance – March 2021

West Borough Primary School is committed to ensuring the safety of our pupils and staff during this pandemic. We are happy to support professionals and other visitors that are required to attend our school during this time, including face to face contact with pupils. In order to ensure the safety of all parties during such a session we ask that you follow the below guidance:

- On entering and whilst present on the premises please ensure you are wearing a face covering
- Visitors will sign in agreeing to the school's health and safety guidelines
- Confirm you (or anyone in your household) have no coronavirus symptoms:
  - a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
  - a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
  - a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal
- Confirm you have not had close contact with anyone who has been diagnosed with coronavirus or is required to self-isolate
- Please provide a mobile telephone number
- Use the hand sanitiser provided before entering the school
- If you have been provided with PPE we ask that you use this.

<b>Visiting the Site</b>	<b>Visiting a member of staff</b>	<b>Visiting a pupil</b>
<ul style="list-style-type: none"> <li>• If you need to enter a classroom, this should only take place when the children are not present (preferably before or after school)</li> </ul>	<ul style="list-style-type: none"> <li>• Once signed in, you will be collected by a member of staff. Please maintain at a safe distance (2m where possible)</li> <li>• Wear a face covering at all times unless exempt</li> </ul>	<ul style="list-style-type: none"> <li>• Prior to booking an appointment to see a pupil in school, you gain specific consent from parents for this to take place. The exception to this would be that to do so would place the child at risk or harm.</li> </ul>
<ul style="list-style-type: none"> <li>• Only visit the agreed spaces, including only using the Visitors Toilet which is cleaned regularly</li> <li>• Wear a face covering at all times unless exempt</li> </ul>	<ul style="list-style-type: none"> <li>• You will be taken to an allocated room/space/classroom</li> <li>• Whilst in this space, please remain at least 2m from other staff/pupils</li> </ul>	<ul style="list-style-type: none"> <li>• A member of staff will bring the child to the Lodge (or other designated space) for you to see and we ask that you sit at opposite sides of the table to maintain social distancing of 2 metres where possible.</li> <li>• Wear a face covering at all times unless exempt</li> </ul>
<ul style="list-style-type: none"> <li>• You may be accompanied by a member of staff whilst visiting the site</li> </ul>	<ul style="list-style-type: none"> <li>• Please limit what you touch whilst in a room/classroom, using your own resources where possible</li> </ul>	<ul style="list-style-type: none"> <li>• Once you have finished your session you can notify a member of staff and they will direct the pupil to wash their hands before returning to class.</li> </ul>
<ul style="list-style-type: none"> <li>• Maintain social distancing (2m where possible)</li> </ul>	<ul style="list-style-type: none"> <li>• Any furniture/resources used by visitors will be wiped down after use</li> </ul>	<ul style="list-style-type: none"> <li>• The Lodge/ will then be disinfected after you have both left to reduce the spread of infection.</li> </ul>

## West Borough Primary School

Name..... Role .....

Mobile phone number .....

Signed..... Date.....

### **Contacts during your visit**

Please list children, staff or parents, where you have been in close contact for 15 minutes or more.

Name	Class	Tick as appropriate		
		Pupil	Staff	Visitor

### **Track and Trace**

The information provided on this form will be used to respond to any infection that occurs within the school or if you yourself report an infection to the school. The school is expected to work with the local public health team when dealing with any infections or outbreaks and will provide all contacts that children, staff or visitors have had where it is relevant.