

# Visitors to Spixworth Infant School During the Coronavirus (COVID-19) Pandemic



## Statement of intent

Spixworth Infant School is committed to ensuring the health and safety and wellbeing of all of our staff members, pupils and visitors during the current pandemic. To fulfil our day-to-day roles, visitors need to come into the school, e.g. to deliver supplies, which is why we have implemented the temporary practices and procedures in this document.

## 1. Visitors Information

- 1.1. Where possible, visitors will be kept to a minimum to mitigate the risk of coronavirus spreading.
- 1.2. To mitigate mixing and visitors spending longer periods on the school grounds, all deliveries will be left outside the main entrance to the school. Signs will be displayed on the route asking delivery drivers to use the school intercom to notify the office of any deliveries.
- 1.3. All visits are by appointment only, including parents/carers.**
- 1.4. Visits that are not essential to education and safeguarding can take place out of hours. Visits that cannot take place outside of school hours e.g. because they cannot be re-scheduled or need to be during the day, an assessment of how social distancing can be maintained must be carried out and agreed in advance.
- 1.5. Visitors must use the main school entrance but only enter the porch area if it is unoccupied. If it is occupied, please wait on the path outside the door to maintain social distancing. They will exit from the same door. The reception is operating on a one in and one out basis for essential visitors.
- 1.6. Electronic copy of visitor log book to be sent and returned to school prior to visit. If this is not possible, visitors own pen to be used to sign in on site.
- 1.7. Upon arrival, visitors will be instructed to use the hand sanitiser station on the left of the reception desk and informed of which entrances and exits to use.
- 1.8. Visitors will adhere to social distancing protocols at all times.
- 1.9. If social distancing cannot be maintained, visitors will wear a mask/visor.
- 1.10 Visitors will be given a 'visitor' sticker upon arrival.
- 1.11 Visitors who are not DBS checked will, as usual, be supervised at all times.**
- 1.12 The school safeguarding leaflet and designated safeguarding lead poster displayed in reception will be brought to the visitor's attention. Visitors can take a paper copy of the leaflet with them or, if they prefer not to, can take a moment to familiarise themselves with the content. Visitors can always refer to the posters around the school if a need arises.
- 1.13 For testing and tracing purposes, visitors will be required to give their names and a contact number.
- 1.14 Anyone who does not want to submit their details or outline a reason for visiting the school will be denied access to the school grounds
- 1.15 Where required, visitors will be designated their own toilets, washing areas and rest areas to minimise social mixing – these areas will be disinfected before and after use.
- 1.16 Visitors who become unwell with coronavirus symptoms, no matter how mild, will be sent home immediately.
- 1.17 If the visitor discloses that they have been exposed to, or are suffering from the symptoms of, coronavirus they will be asked to leave the school site immediately.
- 1.18 Visitors will not enter the site if they are displaying symptoms of coronavirus – they will inform the school office as soon as possible via telephone, 01603 898483.
- 1.19 Visitors will sanitise hands before exiting the school site.
- 1.20 Visitors will be informed if there is or is not a fire practice planned. In the event of a fire, please leave from the nearest fire exit, go across the school field and meet at the fire assembly point near the school gate on Lilian Road.