



The number of visitors has been minimised as much as possible and planned to separate visitors from other site users.
Visits are by appointment only
<p>Visitors are advised of the following in advance:</p> <ul style="list-style-type: none"> • Expectations while they are on the site, which entrances and exits to use, vehicle movement and parking, following markings on the floor • Electronic copy of visitor log record to be sent and returned to school ahead of the visit where possible – car registration to be visually verified by member of office staff looking out of window. • Inform authorised visitors to use the main office entrance but only enter the area if it is unoccupied – if it is occupied, wait on the marker lines outside the door to maintain social distancing. They will exit from the same door. • They should bring their own badge and lanyard if they have them and a document such as a driving licence with a photograph so their identity can be verified. • Visitors who are not DBS checked will, as usual, be supervised at all times. • They will be escorted to the area of the premises suitable for use, and told not to use spaces that are already occupied. • If they cannot maintain keeping away from others they are free to choose to wear a mask or visor. • They must be told to leave the setting immediately if they develop symptoms, no matter how mild.
<p>Visitors are provided with further information on arrival and asked to perform hand hygiene</p> <ul style="list-style-type: none"> • Instruct visitors to use the sanitiser station to the left of the window. • Draw attention to the safeguarding leaflet displayed on the wall and the designated safeguarding lead poster. • Explain this information is available on the notice board just inside the school. They are welcome to take a paper copy of the leaflet but, if they would prefer not to do so please could they take a moment to make themselves familiar with the content and reassure them they can refer to the posters in school if the need arises. • Explain that during their visit they will use the toilet next to the school office and show them where this is. • On leaving the building, they should sanitise their hands again. • Explain if there is or is not, a fire practice planned. In the event of a fire, they should leave by the nearest fire exit, go across the playground and meet at the fire assembly point after the wooden outdoor classroom.
Visitors confirm that they do not have symptoms no matter how mild.
Visitors who were unable to return a visitor log ahead of their visit sign in either using their own pen or are provided with a pen that they take with them.
The reception is operating on a one in and one out basis for essential visitors
Staff should maintain a 2-metre distance from visitors; screens are installed to protect staff in reception.
Arrangements are in place to receive general deliveries without close contact: staff should not sign for deliveries and should not take deliveries from the hand of a courier. Food deliveries are to go directly to the kitchen. Heavy deliveries can be placed in the main entrance; lightweight deliveries should be left on the hatch.
Inform the visitor that visitor records are maintained for contact tracing requirements.
Where possible visits that are not essential to education and safeguarding can happen out of hours.
Where visits cannot take place outside of school hours, e.g. because they cannot be rescheduled or are needed during the day, an assessment of how social distancing can be maintained must be carried out and agreed in advance.
Parents and carers should only attend the setting where they have a pre-arranged appointment and have been provided with the visitor information as detailed above.