



Warstones Primary School

Coronavirus Essential Visitor Protocol: Non-School based Professionals and Contractors

Essential Visitors	<ul style="list-style-type: none">• The school will only allow essential visitors on site for:<ul style="list-style-type: none">○ School regular maintenance and emergencies○ For teaching and learning reasons○ Special needs support○ Training that must be undertaken in person○ Safeguarding reasons○ Health and safety reasons• All visits will be at the school's discretion.
Covid-19 Symptoms	<ul style="list-style-type: none">• If you have any one of the following symptoms you must not visit school:<ul style="list-style-type: none">○ 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• Travelled from any countries that are currently on the restricted travel list in the past 14 days.
Health Conditions	<ul style="list-style-type: none">• Visitors who are clinically extremely vulnerable to coronavirus should work from home if they can.• If they must visit, they must take precautions by washing their hands regularly, avoiding touching their face and keeping 2 metres away from persons in school.• We would expect that the visitor's employer has undertaken an individual risk assessment in these circumstances.
Arranging the Visit	<ul style="list-style-type: none">• Visitors must make an appointment to visit school. An exception may be made if it is for an urgent Child Protection matter.• Visitors without an appointment may be asked to leave and make an appointment for a later date.• The visitor and school will agree a time and date for the visit.• Where possible this will be undertaken when pupils are not arriving or being picked up. Times to avoid 8.30am-9.15am and 3.00pm-3.45pm• The visitor will receive a copy of this protocol before final agreement of time/date has been made so we are able to check visitors understand and agree to its detail.• Parental permission for any visits to children, unless the visit is an urgent safeguarding matter (Social Workers to seek parental permission).
Arrival	<ul style="list-style-type: none">• Visitors must arrive promptly at agreed time (please contact the office if you are unable to do this).• Report directly to the school reception office unless other prior arrangements have been made.• Record your arrival on the school's visitor management system.• In the event that the visit involves close contact with anyone else on site, and that person develops symptoms and tests positive then contact details will need to be provided to the Public Health England for their Test and Trace system.

Hand Hygiene	<ul style="list-style-type: none"> • Use hand sanitiser provided on entry to school. • Wash hands after visiting the toilet and at regular intervals. • Use hand sanitiser when leaving the building.
Social Distancing	<ul style="list-style-type: none"> • Visitors should observe social distancing whilst on the school premises wherever possible. That is: <ul style="list-style-type: none"> ○ Meet as few persons as possible in school. ○ Meet outside if possible. ○ Maintaining a 2 metre social distance throughout the visit wherever possible. (This won't be possible for certain support professionals) ○ Any face to face meetings should be as short as possible (i.e. no longer than 15 minutes).
Site Visit	<ul style="list-style-type: none"> • Items should not be shared during the visit if possible. Good hand hygiene should be observed throughout the visit. Hand sanitiser stations are located across school. • Minimise any touching of school fixtures, fittings and other contents. • Visit as few rooms as possible. • If working with pupils, limit the visit the minimum number of group "bubbles" necessary. Visitors are only allowed to visit 1 or more children during one visit if they are from the same family. • Follow any one-way pedestrian systems that are in place. • Visitors may be allocated certain toilets. • Windows and doors should be kept open during the visit but this may not always be possible / practicable. • Face masks may be worn by visitors who are not working with pupils, but they are not a substitute for maintaining the required social distance.
Fire Evacuation	<ul style="list-style-type: none"> • In the event of the fire alarm activation, the evacuation will be undertaken as normal, with the exception that there will be social distancing at the assembly point.
Becoming Symptomatic in school	<ul style="list-style-type: none"> • Any visitor on site who exhibits symptoms of Covid 19 will be isolated and be asked to leave site. • If you start to feel unwell whilst you are at school please let a member of staff know immediately. • If you develop symptoms up to 14 days after being in our school please call school to inform us so we are able to act in line with risk assessments and track and trace.
Leaving School Site	<ul style="list-style-type: none"> • Once your visit is finished, always return to the area where you signed in so that you can be signed out. • Remember to use hand sanitiser or wash hands on leaving the school.

*** Close contact within a school environment definition:**

- Direct close contacts - face to face contact with a case for **any length of time, within 1 metre**, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin).
- Proximity contacts - extended close contact (**within 1-2 metres** for more than **15 minutes**) with an infected individual.