

Visitors Policy During COVID-19

The Trust has a standard visitor's policy which should be used in all of our schools. This is available and annually updated in the Child Protection Policy (Annex13)

During the COVID-19 pandemic we have a number of special requirements that visitors will need to observe.

To avoid potential embarrassment, we would like to advise all visitors that school is operating a no handshake policy due to COVID restrictions.

Additional COVID-19 considerations:

- All visitors need an appointment to be admitted to the school
- All visitors should have a temperature check on arrival
- All visitors should wear face coverings whilst on site
- Visitors should be used for those working with children
- Visitors will be expected to wash or sanitise their hands upon entry to the building
- Visitors are requested to cancel their appointment and not visit the school if they have any COVID symptoms
- Visitors are encouraged to use their own pen to sign in
- If school pen is used for signing in should be wiped after each use
- Visitors are required to leave a contact number, email address and the name of who they are visiting for Track and Trace purposes
- Keyboard/screen used for signing in to be wiped after use
- The Trust Visitors policy using red and green lanyards should continue to be used
- Lanyards should be quarantined for 72 hours following use
- If visitors are attending a 1:1 meeting in a socially distanced space where 2m social distancing can be used they may take off their face covering whilst in the space and settled
- If visitors are working with individual children this would normally be in a well-ventilated space outside the classroom
- If they cannot maintain a 2m social distance visitors should be worn
- If they need to observe classroom practice this should be done from the defined secure space at the door
- Visiting staff should be encouraged to visit only one school a day
- Peripatetic teachers visiting multiple schools or working with multiple groups should adhere to strict social distancing and/or wear a visor depending on the school's risk assessment.