

Waverton Community Primary School

Guidance for Visitors

Covid-19 – September 2020



Waverton Community Primary School have developed this policy based on advice from Public Health England, Cheshire West and Chester Council and to operate in conjunction with school risk assessments. The aim of the policy is to minimise the risk of contact between visitors and school pupils and staff. As such, the school has limited its visitors to essential visitors only and this will be reviewed regularly in light of the local situation and government guidance.

Visitors to Waverton Community Primary School include the following:

- Contractors to support the maintenance and operation of the school
- Cheshire West and Chester support functions (HR, IT)
- Clerks to the Governing Body
- Additional teaching staff – supply, peripatetic
- Parents/Carers/Governors
- Social Services/Support Workers
- NHS Professionals – Nurses, SALT etc.,
- Delivery Drivers

Visitors are requested to make appointments through the office or a member of staff and not arrive at school unannounced. When staff are booking appointments they will advise that visitors must arrive on the school site wearing a face mask which is to be worn when entering the school.

Covid-19 Precautions:

- Do not come to the school if you or a member of your household have **coronavirus symptoms**.
- State whether they, any member of their household or anyone they have been in close contact with over the last three days are experiencing Covid-19 symptoms, have tested positive for Covid-19, have been asked to self-isolate by Test and Trace or have travelled from a country requiring a 14 day isolation period.
If any of the above is declared the visitor will be unable to enter the school.
- Visitors will be asked to wear a face a mask whilst on school grounds and inside the school (if this is not possible due to a medical condition or disability, a new school visor can be provided).
- A temperature test using an infra-red thermometer will be taken– a **reading of 37.8** or above will mean refusal of the visitor into school. This information will not be recorded or stored.
- **anitise hands.**
- Familiarise themselves with the school risk assessment.
- Sign in at the front office entrance foyer using the electronic system, providing additional track and trace details if needed (contact number/email address) – please use sanitising wipes provided on screen before and after use.
- If using the Covid App – please scan barcode located on front and inner door of main office entrance.
- On leaving the school, do not enter the office foyer unless it is empty - please scan visitor badge bar code under scanner on leaving.
- **Sanitise hands regularly** – hand sanitisers are located throughout the school.
- **Maintain 2m social distancing** throughout the school site – especially from other adults.

- Not enter the main teaching part of the school without permission from a member of staff.
- **Wear a mask** if they are required to work closely with another adult, all face to face adult meetings, which involve an external person, must be conducted wearing face coverings. Visitors working with children will be asked to wear a mask and maintain social distancing, in line with the school risk assessment.
- If visiting multiple classrooms **sanitise your hands** as you move from one to the next.
- Avoid touching surfaces whenever possible, avoid touching your mouth, nose and eyes, use the **“Catch it, bin it, kill it”** approach if using tissues, wash/sanitise your hands often.
- Visitors teaching musical instruments, should wear a face covering and should maintain social distancing and not be face to face with the pupil.
- Ensure that they inform Waverton Community Primary School directly if they subsequently develop symptoms or have a positive test result within 3 days of visiting the school.
- Lunch must be taken off-site, or if a current DBS is held then in a location on-site to be advised by school staff.

Maintenance contractors will be asked to visit school outside of school hours, unless in an emergency.

Delivery drivers will be asked over the intercom to leave packages outside the front of the office entrance and will only be asked to bring items into the school office foyer area if items are large, heavy or in adverse weather conditions.

All meetings with professionals, parents, health assessments or music lessons will be conducted in the School Hall. The School Hall can only be used between 9.15am and 11.45am and 1.30pm and 2.30pm. Any use of equipment/musical instruments must be sanitised between each individual use. These times must be adhered to. This is to enable our out of school provision to be provided.

Guidance on first aid, fire evacuation and procedures for managing children with any illness or Covid-19 symptoms will be the responsibility of the accompanying staff member not the visitor.

Visitors will be asked to ensure they have signed out of the school building when they are leaving using the bar code scanner.

If visitors have a disability or medical reason which makes wearing a mask impractical this will be respected by the school. A new school visor can be offered for use in certain circumstances.

SAFEGUARDING

- **The safety and wellbeing of our pupils and all members of our school community is of the utmost importance to us.**
- **We ask that all adults take the safety of our children extremely seriously. If you have any concerns or notice anything that you feel needs to be reported, please speak to any of those identified below or leave your name and contact number at the school office and you will be contacted:**

Designated Safeguarding Lead : **Mr Talbot (Head Teacher)**

Deputy Designated Safeguarding Lead : **Mrs Cartwright (Deputy Head Teacher)**

Safeguarding Governor : **Mrs Tracey Little**

