



Covid-Safe Protocol

Welcome to our school community; we are operating a COVID-Safe visitor protocol and we thank you in advance for your understanding and co-operation. If you have any queries, please do not hesitate to let a member of the team know.

All visits must be pre booked with a member of staff with full contact details provided prior to arrival. Please do not just 'drop in'. Where vital or urgent conversations need to be had with a member of staff, we have limited provision for this to happen outside under cover. Please do not arrive more than 5 minutes early for your appointment; our reception space is small and only one visitor or a bubble of no more than two people, can be accommodated in the space. All visits will be booked after 2pm wherever possible; where a visit must take place during the school day, they will be booked between 9am and 2pm but avoiding break and lunch times.

Please do not attend your appointment, if you or any of your immediate family are feeling unwell and are showing any of the COVID symptoms, which can include but are not limited to:

- a new, continuous cough,
- a high temperature or
- a loss or change to their sense of smell or taste.

When you come into our school, please:

- Provide evidence of a negative LFD test if you would prefer to not wear a mask.
- Log your visit using the QR Track and Trace Code or paper form.
- Use hand sanitiser provided at reception on arrival and distributed throughout the school.
- Sign in with the office staff: Mrs Fagg, Miss Perry or Mrs Wilson; you will be given a VISITOR sticker not a lanyard. Please use the wipes provided to sanitise the screen.
- Limit the number of personal belongings you bring with you to a minimum.
- Bring no accompanying students or visitors unless previously agreed and risk assessed with school staff.
- When using the toilet please ensure that you leave the facilities as you would expect to find them and wash your hand thoroughly.
- Maintain a minimum 1m distance between you and the student or staff member you are working with, wearing appropriate PPE as required by your own risk assessment or the specific visit risk assessment as appropriate.
- If working with a child, a member of school staff will collect them and bring them to the room you are using, please ensure that all windows and doors remain open throughout your visit.
- Any movement around the building during student hours, must be accompanied by a member of staff and only with prior agreement Walking around unaccompanied whilst students are on site is not permitted.
- Any necessary classroom observations will be conducted following social distance guidelines or from the classroom doorway.
- Ensure adequate ventilation in the room when you are working with children. Windows and doors should be open as much as possible whilst still maintaining confidentiality.
- When leaving, please sign out at reception with a member of staff and sanitise your hands.
- Please let us know if you are contacted by NHS Track and Trace or if you develop symptoms of COVID19 or test positive for COVID-19 in the next 10 days.

Track and Trace Information Request







To comply with Covid-Safe protocols, we need to keep records of all visitors to our school site. This information will only be stored for the purpose of informing the NHS track and trace system. All information provided is stored securely and in accordance with current guidelines:

To support NHS test and tracking, you should store records for 21 days. This reflects the incubation period for COVID-19 (which can be up to 14 days) and an additional 7 days to give time for testing and tracking. After 21 days, this information should be safely deleted or deleted. The requirement to dispose of data refers to a record that is created solely for NHS testing and tracking. However, all data collected must comply with the General Data Protection Regulation and should not be stored longer than necessary "More information can be found here: <https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>.

If you would like to receive a copy of this link via email or text, check the box below.

Please answer the following questions; if you answer yes to any question please alert a member of the office to discuss your visit.	✓	✗
Have you previously been diagnosed with COVID-19?	Yes	No
Do you have a fever or have you experienced fever within the last 14 days?	Yes	No
Have you experienced a recent onset of respiratory problems, such as a cough or difficulty breathing, within the last 14 days?	Yes	No
Do you currently have (or have you experienced) any of the following in the past 14 days? <ul style="list-style-type: none"> ● Altered or loss of taste/smell; ● Shortness of breath; ● Fatigue (beyond what you normally experience) 	Yes	No

Please complete the following details and then return to our reception team; if any information proves concerning, we will speak with you before your visit begins.

Visitor Name			
Date of Visit			
Arrival time		Departure Time	
Purpose of Visit		Main Contact During Visit	
Telephone Number		Email Address	
Would you like to receive the link above for more information?	By Email:	✓	✗
	By Text Message:	✓	✗

Thank you for your cooperation; please complete this before entering the school building. If you have any questions, please ask to speak to a member of the Leadership Team.