

St Peter's Church of England Primary School Aylesford Visitor Risk Assessment/Protocol

Overlaying Rationale

The protocol below has been developed in the light of the Coronavirus Pandemic. It is our goal to minimise any risk of infection being brought into the school community. Hence, the overlying rationale is to not admit visitors onto the school site unless it is a necessity to do so.

Visitors will only be admitted if they have an appointment, and appointments will only be granted if the visit is deemed to be essential. Casual visitors will only be admitted if their unannounced visit is deemed to be essential once the reason is explained.

Unless the nature of the visit requires that it be completed during the school day, all visits will take place prior to 8.30am or subsequent to 3pm.

All visitors will be expected to adhere to all of the below points in order to enter the school site. Each visitor will be given a copy of this protocol. Signing in counts as agreement to this document.

Management of Visitors

All visitors must adhere to current government protocols. Hence:

- No one should visit the school if they are self-isolating
- No one should visit the school if they have been in contact with anyone who has had a positive test for Covid19 within the last 14 days

- Moreover, no one should visit the school if they have developed a high temperature, continuous cough or lost their sense of smell and/or taste in the last 14 days.
- Entry to the school for a scheduled appointment will only be granted on the understanding that visitors are required to sign that this is the case.
- Any visitor who displays any Covid symptoms whilst on site will be provided with suitable PPE and asked to leave immediately in order to seek medical advice.

- All visitors **must** engage with the Test, Track and Trace system. If details are not held on file by the school, visitors will be expected to leave their contact details with the school office and to follow the contact procedures should they be tested positive within 14 days of their visit to the school.
- The school will contact the visitor should anyone at school that the visitor had contact with, test positive within 14 days of their visit.

- All visitors will be expected to sanitise their hands on arrival at the school office.
- Visitors will be signed in by members of the office staff.
- All visitors will be expected to stay 2m from all members of school staff and children during their visit
- All visitors must follow the one-way system
- No visitor should need to open a door as they are all propped open, if they do they must wipe the handle with an antibacterial wipe
- Visitors are not required to wear PPE at school, but may do so if they so wish.

Working with Children

- Visitors who are going to be observing or working with pupils will be escorted to the classroom in question.
- Visitors who are observing children may do so from inside the classroom if necessary, but must endeavour to remain 2m distant from all adults in the room at all times. They must respect the wishes and needs of the teacher in the room. They should remain in a space designated by the teacher unless they have been given specific permission to move further into the classroom.
- Visitors may be working with children in a one to one/small group situation. In this case, they can only attend school if a suitable room has been identified and booked. If removing children from class in order to work with them, visitors are expected to collect them from the classroom door and walk directly to the removal room where the session is being conducted.
- If possible they are to remain 2m from the children whilst the session is completed. If this is not possible, they should remain at least 1m from the children. They may wear PPE during the session.
- At the conclusion, they are to escort their children back to the classroom door and return them to the care of their teacher.
- They must then return to the removal room and sanitise all surfaces/chairs/resources which have been used during the session.

Meeting with Adults

- If a visitor is meeting with an adult member of staff, they will be escorted to the room in which the meeting is being held. It is then the responsibility of the member of staff to ensure that the visitor does not breach behavioural guidelines in anyway.
- Once the meeting is concluded, the member of staff will escort the visitor back to the office to sign out. The member of staff will then ensure that the room used for the meeting is sanitised fully.

Working Independently

- Contractors will be expected to work on site when pupils are not in attendance.
- If circumstances dictate that they do complete maintenance/improvement work during the school day, they are required to supply their own risk assessment at prior to attending the school. This must be reviewed and approved by the school before the work can be completed.