**Heather Primary School - COVID 19 Visitors’ Policy**



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| This policy was approved by the Governing Body of Heather Primary | Date – 26th November  |
| Signed  |  |

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| Version | Date | Author | Reason For Change  |
| 0.1 | September 2020 | MM | New Policy  |

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| Review Frequency  | Next Review Date  |
| termly | Spring 2021 |

In line with guidance from Public Health England and minimising the risk of coronavirus across Heather Primary School are requiring all visitors to our schools to strictly adhere to the following guidance and only visit the school, when it is absolutely necessary.

Visitors – this includes parents will only be allowed to enter the school building if a prior arrangement has been made.

Before you arrive:

* Make an appointment with the staff member who you wish to see.
* Our Risk Assessment for COVID19 has been updated and masks are now required in communal areas. You will not be allowed into the building without a face mask.

When you arrive on site:

* Only visitors with a prearranged appointment are allowed. Ad hoc visitors will not be allowed on site.
* If you arrive by car, please observe the 2m distancing rule when you leave your car and make your way to the school entrance.
* Please be wearing your mask before you press the bell.
* When you arrive in the school building, you will be welcomed by our reception staff who will ask you if you have any of the following symptoms. If you do, you will be politely asked to leave, and book an appointment for another time after the 14 day isolation period:
	+ a high temperature
		- a new, continuous cough
* a loss of, or change to, your sense of smell or taste
* All visitors will be asked to use the hand sanitiser available at the front door.
* The office reception staff will sign you into the school themselves, by asking for your name, logging the time you have arrived and who you are here to visit.

During your visit:

* When you are met by one of our members of staff, they will not offer a handshake as a greeting – please do not be offended by this.
* Visitors are to remain 2m apart from all other staff and pupils in school, when moving around the site and, if taking a seat during your visit, you should be positioned 2m apart from those in the same room.
* During these circumstances unfortunately we are unable to offer our usual hospitality however you are welcome to bring a bottle of water with you.
* If you wish to use the toilet facilities while on site, again a member of staff will direct to where you need to go.
* Please refrain from touching surfaces during your visit.
* If you remain within school for more than one hour, please ensure you wash your hands regularly in accordance with our risk assessment.
* Parents should come into school buildings only when strictly necessary, by appointment, and ideally only one (unless for example, an interpreter or other support is required). Any such meetings should take place at a safe distance (and so the use of small offices may not be suitable)