



**The Eliot Bank and Gordonbrock
Schools Federation**



Visitors to School Policy COVID 19 Addendum

Author:	Executive Head	Date:	September 2020
Approved by:	Governing Body	Date:	September 2020
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This addendum has been developed in response to the global Coronavirus outbreak, in accordance with the advice and guidance given by Public Health England (PHE) and in conjunction with our school risk assessments. It is written specifically to safeguard the health and wellbeing of the whole school community.

This policy is applicable to anyone coming onto the school site who is not a staff member or a current pupil.

This policy will stay in place during the Covid-19 restriction period and/or until further notice.

This policy will be published on our website.

Therefore, to protect all in the school community, we would ask anyone with one or more of the following symptoms not to visit the school:

- a high temperature: any new high temperature - hot to touch on the chest or back (you do not need to measure the temperature)
- a new continuous cough: coughing a lot for more than an hour, or three or more coughing episodes in 24 hours
- a loss of, or change in, sense of smell or taste: a noticeable loss of smell or taste or things smell and taste different to normal

1. General Visitors

- Visitors will only be admitted to the school premises (i.e., beyond the school gate) with a prior appointment.
- Visitors will only be admitted into the school buildings if the correct safety protocols have been adhered to.
- No one will be admitted onto the school site without speaking to the school office staff through the intercom.
- A protective screen is in place at the office/reception window to protect both the office staff and visitors who do come on site.
- Office staff will check to ensure an appointment has been made, or if the matter is urgent, they will check with a member of the SLT that the visitor is permitted to enter the school.
- Visitors will be required to report to the office, where they are signed in and out of the Visitors Book by a member of the office staff.
- Contact details will be required for every visitor that enters the school in order for “Track and Trace” to be effective in the control of the virus, if a case were detected.
- A disposable visitors label will be provided on arrival (which can be passed through the space between glass panels in the screen) and must be worn at all times.
- A hand-sanitiser dispenser will be in the main Reception area, and all visitors MUST use this on entering the building.
- Frequent handwashing/sanitising is required particularly when moving between different areas in the school.
- Unnecessary items should not be brought into the school.
- Social distancing must always be maintained, unless a member of staff agrees that an alternative protocol is appropriate in particular circumstances.
- Unnecessary items should not be brought into the school.
- School protocols regarding the use of staff toilets and the staffroom must be adhered to at all times.
- Fire and first aid arrangements will be verbally given / displayed when you sign in at Reception.

2. Parent / Carers

- Parents are not permitted to enter the school site or the school buildings. Children must be dropped off and collected at the school gate.
- One parent/adult should drop off and collect wherever possible.
- Parents may only enter the school site by prior appointment/agreement or in the case of an emergency.
- Letters which require you to sign and return should be returned via email to info@gordonbrock.lewisham.sch.uk where possible. Otherwise they should be returned to the class teacher via the child. The class teacher / class teaching assistant will pass these documents to the school office.
- Parents should ensure that their child/children have everything they need before leaving home, and before you leave them at school.
- If parents need to communicate with the school office, they should email info@gordonbrock.lewisham.sch.uk or telephone 020 8690 0704 Opt. 3.

3. Visiting Professionals / Visiting Teachers / PE & Music Tutors / Other Specialists

- Visitors coming to site to partake in agreed activities and sessions with pupils will follow the general guidance above and the guidance outlined in the relevant risk assessments, both general and specific to their area of work, which they will have received before they come on site.
- All visiting professionals will be met at the reception area by the person they are visiting, and taken to the room/space where they will be working.
- See Visiting Professionals Protocol COVID 19 Addendum, Appendix 4 of the Visitors To School Policy for further guidance about the visit.

4. Deliveries

- Deliveries will be admitted onto the school site via the office intercom and left in the agreed drop-off place - the foyer/reception area outside the main office.
- Delivery personnel will only be permitted on school premises to drop off goods in the foyer/reception area.
- Safe protocol is always for parcels to be left for a period of 48 hours (for non-plastic items / goods) and 72 hours (for plastic items / goods) before they are opened; if they need to be opened more urgently, staff will wear PPE to do so.
- School staff will not sign for any deliveries.

5. Contractors

- It is expected that contractors should not be on site whilst children (and ideally staff) are present. They will only be admitted during the school day if a member of the Senior Leadership Team and/or premises staff, and only in exceptional circumstances, has given prior consent.
- Contractors will follow the general guidance above and the guidance outlined in the relevant risk assessments, both general and specific to their area of work.
- Contractors may be required to provide the school with their risk assessment prior to coming on site.
- Supervision arrangements and normal safety measures will be agreed prior to the visit to the school.
- A procedure for entry will be agreed with the premises staff who will meet contractors and take them to their area of work.
- Contractors should provide their own Personal Protective Equipment PPE (if required)
- Contractors should take any waste generated with them when they leave the site.

Concerns regarding anyone failing to adhere to this policy must be reported to the School Business Manager, Premises Manager, Head of School or Executive Headteacher at the earliest opportunity.

Failure to adhere to this policy may result in individuals being asked to leave the premises.