

St Joseph's Catholic Primary School



VISITORS POLICY DURING CORONA VIRUS

In response to the global coronavirus outbreak, St Joseph's Catholic Primary School has implemented a strict visitor policy to safeguard the health and wellbeing of the whole school community. Our policy has been developed in accordance with the advice and guidance given by Public Health England (PHE) This policy is applicable to anyone who is not a staff member or a current pupil and comes onto the school site.

This policy will stay in place during the Covid-19 restriction period and will stay in force until further notice. This policy will be communicated to all parents / carers and published on our website.

An easy-to-read summary will be displayed at the main reception and entrance to the school.

Therefore, to protect all in the school community, we would ask anyone who meets the following criteria not to visit the school until they have completed the specified self-isolation period and remained symptom-free. Please do not visit the school if:

- You have a high temperature and / or new continuous cough
- a loss or change to your sense of smell or taste
- You have had direct contact with anyone who has such symptoms within the past 7 days

VISITORS

GENERAL – 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 or speaking to the Headteacher or Premises Officer.
- Office staff will check to ensure an appointment has been made or if it is of an urgent basis – check they are permitted to enter the school.
- If entering from any of the entrances (Deptford High street, Crossfield Street or via the Car Park) visitors will need to use the intercom and someone will come out and meet them.
- Only essential visitors will be permitted in to the school office.
- A protective barrier will be in place to safeguard the staff from any visitors.
- Visitors will not be required to sign in and out of the Visitors Book. Office staff or The Premises Officer will record the names and details of the visitor.
- **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.
- Sinks are available in the playground and all visitors are asked to wash their hands on arrival.
- A hand sanitiser dispenser will be available in the main Reception area, and outside classrooms. All visitors **MUST** use this once they have entered the building.
- Frequent handwashing/sanitising is recommended, particularly when moving between different areas in the school.
- All visitors should be advised that social distancing must always be maintained, unless a member of staff agrees that an alternative protocol is appropriate.
- Please do not bring any unnecessary items into the school. You may be asked to leave items with The Premises Officer.
- The use of school toilets and staff room is prohibited without agreed consent from the Headteacher
- Refreshments will unfortunately not be provided
- Please bring your own drinks / water bottle with you
- Fire and first aid arrangements will be verbally given when you sign in at Reception.

PARENTS / CARERS

Parents may only come onto school premises with agreement with the Headteacher. Except for emergencies, and in the case of a child being unwell, or suspected of having Covid-19, requests for alternative times must be requested and agreed in advance.

If you need to come to the school, please come alone (do not bring other members of the household)

Delivery of forgotten items will not be accommodated.

Please ensure your child has everything they need before leaving home, and before you leave them at school.

Parents will not be allowed into the school buildings. If you need to communicate with the school office, please do so by email (admin@stjps.lewisham.sch.uk) or by telephone (02086924832)

MUSIC TEACHERS / THERAPISTS / PUPIL SUPPORT

Visitors coming to site to partake in agreed activities and sessions with pupils will follow the general guidance above.

A member of the office staff will call for another staff member to come to the reception to meet you.

You will be taken to the agreed area to undertake the relevant activities with the pupil.

You must ensure social distancing is maintained and regular handwashing / sanitising is undertaken.

You should reduce the amount of equipment / items brought to the school.

You are not permitted to access any other areas in the school without prior permission from the Headteacher.

You should provide your own Personal Protective Equipment (if required)

You may be required to provide the school with your risk assessment prior to coming on site.

DELIVERIES

Deliveries will be handled by school staff at the school gate, through use of the intercom, and depending on the nature of the delivery, we will advise the appropriate place for the delivery to be left.

Delivery personnel will only be permitted on school premises if appropriate.

Safe protocol is always for parcels to be placed close to school premises and social distancing maintained.

School staff will not be signing for any deliveries.

CONTRACTORS

It is expected that anyone whose visit to school falls into this category, should not be allowed onto site whilst children (and ideally staff) are present. They will only be admitted during the school day if prior consent has been given by a member of the Senior Leadership Team and only in exceptional circumstances.

A procedure for entry will be agreed with the Premises staff – who will meet you and take you to your area of work.

Supervision arrangements and normal safety measures will be agreed prior to your visit to the school.

You should provide your own Personal Protective Equipment PPE (if required)

You may be required to provide the school with your risk assessment prior to coming on site.

You should take any waste generated with you when you leave the site.

All paperwork should be emailed across after the visit – staff will not be signing any documents.

Any concerns regarding anyone **not** adhering to this policy should be notified to the Head Teacher at the earliest opportunity.

We take the safety of our staff and pupils very seriously. Failure to adhere to this policy may result in you being asked to leave the premises.