



Policy owned:SIMCE
Created: Autumn 2020
Next Review: As
necessary

'Learn to love and love to learn; in God's love each one will shine'.

St. Andrew's Church of England (VC) Primary School

Covid-19 Visitors Policy

This policy covers anyone who is not staff and comes into the school site and/or buildings. It is valid during the Covid-19 restriction period and will stay in force until further notice.

VISITORS - GENERAL – Visitors will only be admitted into the school buildings if the correct safety protocols have been adhered to;

VISITORS MUST;

- Wear a face covering.
- Go straight to the main entrance.
- Office staff will greet visitors without opening the glass sliding doors in order to protect Office staff.
- sign in and out. Office staff will register all arrivals and provide a visitors label and lanyard which must be worn at all times. All visitors must leave via the main reception exit where the office staff will register the time of departure. Lanyards should be left in the main reception area. These lanyards will not be re issued until 48 hours has elapsed.
- Use the hand sanitiser dispenser available in the main Reception area
- ensure they maintain 2m social distancing, unless a member of staff agrees that an alternative protocol is appropriate.
- Ideally visitors will register their presence on the school grounds using the NHS Track and Trace bar code

PARENTS COMING INTO SCHOOL

- Parents may only come onto school premises at the agreed drop-off and collection times. 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.
- Parents will not be allowed into the school buildings. If you need to communicate with the School Office, please do so by email admin@standrews323.herts.sch.uk or by telephone 01920 870097.
- If you need to come to the school office – please wear a face covering and be aware that the screen will remain closed. Any items may be left in the main reception area which will be collected by a member of staff who will ensure it is taken to the relevant place.

DELIVERIES

- Deliveries will be handled by school staff at the main entrance, through use of the intercom, and delivery personnel invited onto school premises only if appropriate.
- Safe protocol is for parcels to be placed close to school premises and 2m social distancing maintained at all times. If there is a requirement for goods to be signed for, staff should maintain a 2m distance, and delivery personnel should accept this.

TRADESMAN/MAINTENANCE WORKERS

- 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.
- They should be supervised at all times, and normal safety measure for visitors to the school should be maintained at all times.