

St. Joseph's Catholic Primary School



COVID 19 VISITOR PROTOCOL September 2020

At St. Joseph's Catholic Primary School, we have an obligation to ensure, so far as is reasonably practicable, the health, safety and welfare of everyone on our school site. We hold the prime responsibility for ensuring the safety of our pupils, staff and volunteers, parents and carers, guests and visitors, contractors and delivery services.

We are therefore implementing the following visitor regulations to help ensure that we maintain a COVID-secure environment for all.

All visitors must seek approval for the visit from the person to be visited, which must be agreed by a member of the Senior Leadership Team.

Visitors are **NOT** permitted to attend school if:

1. They or anyone in their household is self-isolating due to having contracted COVID-19 (visit <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/> for up to date isolation information).
2. They or anyone in their household is displaying symptoms of COVID-19, including: a high temperature, a new continuous cough, a loss or change to your sense of smell or taste.
3. They or anyone in their household are self-isolating due to visiting or making a transit stop in a country that is not included on the [travel corridor](#) list in the 14 days before they arrive back in England.
4. They are residing in a locally 'locked down' area.

On arrival:

1. Visitors must sign in and provide their email address and phone number to enable visitors to be tracked and traced should the need arise.
2. Visitors must wash and/or sanitise hands on arrival and as necessary during the visit.
3. Visitors must wear a mask or face covering whilst on site.
4. All visitors must follow current guidance relating to social distancing.
5. Visitors must **NOT** enter classrooms or common rooms which are used exclusively by separate year group 'bubbles'.

During your visit:

1. 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.
2. Visitors are to remain two metres apart from all other staff and pupils when moving around the site and, if taking a seat during your visit, please position yourself 2m apart from those in the same room.

Regular external professionals who work with children will be permitted but must follow the Visitor Protocol.

Prospective pupils and parents must follow the Visitor Protocol.

Parents and carers should only come into the school buildings when strictly necessary, by appointment, and only one parent will be permitted in reception at any one time.

Please read this Visitor Protocol in conjunction with other school policies and risk assessments

The Visitor Protocol will be under continuous review, in line with Government Guidance.