

St Michael's CE Primary School

VISITOR POLICY DURING CORONAVIRUS PANDEMIC

In response to the global coronavirus outbreak, St Michael's 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 on to 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 currently 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 outside the main entrance door.
- Office staff will check to ensure an appointment has been made or if it is of an urgent basis – check that they are permitted to enter the school.
- All visitors/professionals/contractors must report to the main school office (Champion Road) only
- A protective barrier will be in place to safeguard the office staff from any visitors.
- Only one visitor at a time will be allowed in the office/entrance lobby
- Visitors will be required to have their details recorded in the visitor management system (Visit-Ed) by 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.**
- The office will hold the visitor's badge and destroy it when they leave site.
- A hand sanitiser dispenser will be available in the main Reception area, and all visitors **MUST** use this before entering 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 at Reception. (plastic bags will be available)
- The use of school toilets and staff room is prohibited without agreed consent from the School Business Manager or the Pupil Manager
- Refreshments will not be provided
- Please bring your own drinks / water bottle with you
- Fire and first aid arrangements will be verbally given / displayed when you sign in at Reception.

PARENTS / CARERS

Parents may not come onto school premises at any time. 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.

Letters which require you to sign and return should be brought to the school office

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 (schoolmail@stmichaels.lewisham.sch.uk) or by telephone (020 8778 8407)

MUSIC TEACHERS / THERAPISTS / PUPIL SUPPORT and other PROFESSIONALS

Visitors coming to the school 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 Pupil Manager/School Business Manager or Inclusion Manager

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

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

DELIVERIES

Deliveries will be handled by school staff at the school office, through use of the intercom, and AGREED DROP OFF in the Courtyard

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 School Business Manager/Premises officer – 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 to the school 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.