



St Joseph's RC Primary School, Jarrow
Visitor Process (Visitor Protocol)
SEPTEMBER 2020



Please sanitize your hands.

If you have symptoms such as a high temperature, a new continuous cough or a loss or change to your sense of smell or taste, you **must not** enter our school.

Personal Protective Equipment (PPE)

Face coverings or face masks should be removed before you enter school.

PPE is not recommended in school settings for meetings or other activities. PPE is only permitted where it would normally be required and is essential for the purpose of the planned visit (e.g some maintenance or hygiene work).

Personal belongings

Where possible, personal belongings should not be brought into school such as handbags, briefcases or laptop cases.

A notebook and pen or laptop/device will be permitted providing that they are for your own use.

Test and Trace / data protection

Once you have read and understood this document, you will be asked to provide some contact details to the office. Under the normal visitor process you would provide your full name and your organisation/employer details. In line with our commitment to support the NHS test and trace service, you will also be required to provide your address, telephone number and email address.

The personal information will be held purely to support the test and trace service, the personal details will be destroyed after 3 weeks as the information would no longer be required by the test and trace team.

If you are contacted by the NHS test and trace team regarding a potential Covid-19 exposure within the next 14 days, you must inform us by emailing office@stjosephsjarrow.co.uk.

School expectations

Strict protocols are in place within our school to ensure the safety of all pupils, staff and visitors.

When you have read and understood this guidance, you will be asked to verbally inform the reception staff who will make a note of this on the sign in sheet.

- You must not enter our school if you are displaying any of the covid-19 symptoms.
- Personal items should not be brought into school unless they are essential to the visit (laptop or another device).
- You are permitted to wear a face covering or face mask in school.
- You must wear a face covering or face mask when walking between bubbles e.g. corridors, through school hall.
- Your hands must be sanitized before you enter.
- You should regularly wash or sanitize your hands during the visit.
- You must social distance at all times by 2 metres and if not possible then 1 metre.

- You must ensure that you enter at the agreed time, by the agreed route and remain in the agreed location.
- Bubble arrangements are in place within our school, it is important to remain within the allocated areas at all times.
- You must only remain in the school for the duration of the agreed visit and must alert the office when you leave.
- You must inform the office if you have been in any areas of the school outside of the agreed / allocated area.
- You will be required to wear a visitor lanyard and ID badge within our school as this is an essential part of our safeguarding procedures. The lanyard will be sanitized before it is issued to you and again when you hand it back in.
- During your visit, if the minimum required social distance of 1 metres is compromised at any point, you must notify a member of staff so that this can be recorded.

When visiting our school you must follow the protocols and agreed procedures at all times.

The visit will be terminated immediately if you do not follow the agreed procedures or protocols.

School specific protocols

Once you have provided your details to the office, you will be informed of the process to access school, the time allocated for your visit, the room or location that you will use etc.

To access the school, press the Visitor button (this button is regularly sanitized)

Toilets – you can use the toilets outside the school office. Hand washing facilities are available and must be used.

Lanyard – your lanyard will be handed to you by the office staff. It will have been washed and held securely. This must be handed back in to the office staff on your exit from school.

Fire drill – the assembly point is in the school playground. Fire procedures are documented in each classroom. The rules around social distancing still apply and you should stand 2 metres apart where possible (or 1 metres apart if not possible)

Exit procedure – you should exit the school via the office door.

You must inform the office if you have entered any rooms different to those agreed. This is for track and trace purposes.