

Visitor Protocol for Windmill Hill Academy

All visits **MUST** be pre booked with a member of school staff and contact details including telephone number and email. Please do not arrive more than 5 minutes early for your appointment.

Please do not come into our school if you or any of your immediate family are feeling unwell and are showing any of the COVID symptoms:

- 👤 a new, continuous cough,
- 👤 a high temperature,
- 👤 a loss or change to their sense of smell or taste

When you come into our school please follow these instructions to keep you, our staff and our children safe:

- 👤 Wear a face mask
- 👤 Use hand sanitiser provided upon entry
- 👤 Sign in the Visitor sign in book
- 👤 Limit the number of personal belongings you bring to a minimum
- 👤 Bring no accompanying children or other adults unless previously agreed with the school
- 👤 You must maintain social distancing whilst in the waiting area
- 👤 When using the toilet, please ensure that you leave the facilities as you would expect to find them using the anti-bacterial spray and cloths and wash your hands thoroughly
- 👤 If you are seeing more than one child on your visit, please ensure that there is time to clean the tables and chairs between the children.
- 👤 Please maintain at least 1 metre distance between you and the child and sit next to not opposite the child.
- 👤 A member of staff will collect the child that you are visiting.
- 👤 Any necessary classroom observations will be conducted following social distancing guidelines or from the classroom doorway.
- 👤 Please ensure adequate ventilation in the room when you are working with children. Windows and doors should be open as much as possible whilst maintaining confidentiality.

Upon leaving the school, please inform a member of the office staff so that they can sign you out. Please sanitise your hands upon leaving. You **MUST** let us know if you are contacted by NHS Track and Trace or if you develop symptoms of COVID – 19 or test positive in the next 14 days.

