



VISITORS POLICY DURING CORONA VIRUS

In response to the global coronavirus outbreak, Greenvale 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 onto 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 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.
- Office staff will check to ensure an appointment has been made or if it is of an urgent basis – check they are permitted to enter the school.
- Please walk directly from the gate to the main doors and wait in the waiting area inside the building to the left. There is a one-way system in place here. You will be able to speak to office staff through the glass screen of the office.
- Please wait in reception until the office staff call somebody to come and meet you.
- You will not be allowed into the main school without somebody to accompany you.
- A protective barrier will be in place to safeguard the staff from any visitors.
- Visitors will pre-registered and signed in using our electronic system. Please allow our staff to do this and do not touch the screen.
- A disposable Visitors label and ID card will be provided on arrival (which can be passed through the space between glass panels in the screen) and must be worn at all times. Please destroy this when you leave the site.
- **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.**
- A pen will be provided, however, visitors will be encouraged to use their own if possible.
- A hand sanitiser dispenser will be available in the main Reception area, and all visitors **MUST** use this upon 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 a member of the SLT. There is a designated visitors' toilet outside the deputy's office near reception. You will need a code to get in.
- Refreshments will not be provided
- Please bring your own drinks / water bottle with you
- Fire safety and health and safety arrangements will be on the back of the id slip when you sign in at Reception.

PARENTS / CARERS

Parents will not come onto school premises except for emergencies, and in the case of a child being unwell, or suspected of having Covid-19.

Parents must wait at the agreed drop-off and collection times.

If you need to come to the school, please come alone (do not bring other members of the household)

Any forgotten items please call the office and we will be able to accommodate dropping off.

Letters which require you to sign and agree should be handed to the member of staff at the gate or placed in your son/daughters school bag.

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 (admin@greenvaleschool.co.uk) or by telephone (0208 8465 0740)

There might be some exceptions such as medicals but this will be with prior arrangement.

REGULAR VISITING PROFESSIONALS.

Current Guidance states "Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual."

Please follow staff booklet guidance and arrange timetable with SLT.

The booklet will be available from a member of SLT.

If you are a regular visitor you will be able to make your way to your place of work in the school.

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 a member of the SLT.

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

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

All other ad hoc visitors such as the wheelchair service should follow the visitors' guidance.

DELIVERIES

Deliveries will be handled by school staff at the premises office, through use of the intercom/ radios, and will be placed in the new parcel store opposite the pool.

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 PREMISES STAFF and only in exceptional circumstances.

A procedure for entry will be agreed with the Premises staff – 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. A mask should be worn.

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.

Please follow Bouygues procedures regarding paperwork.

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.