

Harbury Church of England Primary School



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Visitors to school - Covid-19 Guidance

We have an obligation to ensure, so far as is reasonably practicable, the health, safety and welfare of everyone on the Harbury C of E Primary 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 regulations to help ensure that we maintain a COVID-secure environment for all.

Before arrival:

- Question whether your meeting could be facilitated virtually. If it can, please avoid visiting.
- If not, you must make an appointment with the person you wish to see - no ad hoc visitors will be admitted. Please call the school office to make arrangements.
- If you or anyone in your household is displaying symptoms of COVID-19 or is currently residing in a locally 'locked down' area then you must not visit the school.

On arrival:

- All visitors must sign in on arrival and give their email address and phone number to enable visitors to be tracked and traced should the need arise.
- Visitors must wash and/or sanitise your hands when you arrive and as necessary during your visit.
- Visitors must carry a mask or face covering and wear it as required.
- Visitors must maintain a safe distance (at least one metre, and ideally two metres) from other people at all times.

During your visit:

- 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.

- 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, you should be positioned 2m apart from those in the same room.
- If you wish to use the toilet facilities while on-site, again a member of staff will direct to where you need to go. Please ensure you follow our guidelines for wiping down all surfaces touched using the anti-bacterial wipes provided before leaving the facilities.
- Please refrain from touching surfaces around the school during your visit.
- If you remain within school for more than one hour, please ensure you wash your hands regularly.

Parents & carers should come into school buildings only when strictly necessary, by appointment, and ideally only one (unless for example, an interpreter or other support is required). Any such meetings should take place at a safe distance (and so the use of small offices may not be suitable).