



To Love and Serve
the Lord

St Edmund's Catholic Academy

Compton Park, Compton Road West, Wolverhampton, WV3 9DU

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ACADEMY VISITOR PROTOCOL

Visitors must communicate with the Academy by phone or email at this moment in time please. We apologise for not being able to offer our usual face-to-face responses.

As visitors (professional services or voluntary), there are important actions you must take during the coronavirus outbreak to help prevent the spread of the virus, as per staff protocol and the school's risk assessment. If you are a visitor with key roles or responsibilities that may involve you visiting our school site, you must follow this protocol:

- 1) Unless exceptional circumstances (e.g. the need to offer a service to a particular child/group) there will be **no visitors until further notice**.
- 2) If there is a perceived need to visit the Academy **permission must be sought** from the Principal or designate. Agreed visits must take place during quiet times of the day and restrict occasions which would cross-contaminate the bubbles (classes) within the school.
- 3) When attending the Academy site, **you must**:
 - **agree to track and trace** information being retained by the Academy when making the appointment to visit the Academy, and the following information being collected:
 - Name and organisation
 - Contact phone number
 - Date and time of visit to school
 - Name of assigned member of staff you are visiting
 - Purpose of visit
 - **not have any symptoms** of COVID-19 (high temperature, a new persistent cough, loss of change to your sense of smell/taste).



- not have been in **contact with someone with COVID-19** or related symptoms in the last 14 days.
 - wear an appropriate **mask** (masks with valves are not recommended in community settings).
 - maintain **2m social distancing at all times**.
 - **sanitise hands before signing in at Visitors Reception**.
 - wear the **visitor sticker** at all times as lanyards will not be issued.
 - do not use the toilet in Visitors Reception but do use the toilet on the first floor above.
- 4) Avoid close contact with children and other adults and do not stay in a room for more than 15 minutes. Rooms must have windows open / be ventilated well.
- 5) Once you have visited the Academy, arrange any follow-up discussions and meetings via Google Meet/Microsoft Teams.
- When leaving school, please use the hand sanitiser in the school entrance and abide by **2m social distancing measures** in the entrance area when waiting to sign out.

Up to 14 days after visiting school, **please be alert to COVID-19 symptoms and contact the Academy immediately if you are tested positive**. The Academy will contact you immediately if anyone in school has tested positive for COVID-19 up to 14 days after your visit.

Please see **SFSC MAC School Improvement Protocol for visits** involving such activities and /or entering class spaces, from October 2020.

