

COVID-19 Visitor Protocol



Only visits essential to the wellbeing or safeguarding of children will be permitted.

All visits must be pre-booked in advance, at least a week where possible, via email or telephone. Contact details, including a telephone number, must be provided as part of our track and trace system.

Please do not arrive more than 5 minutes early for your appointment.

No visits will be scheduled before 9:30am and all visitors must have left the site by 2:30 due to the arrival and departure times of our pupils. If you have not departed by 2:30 then you will be asked to wait until 3:10 to ensure the safety of our pupils and their families.

Please do not come into school if you or a member of your family have any of the COVID-19 symptoms:

- **A new, continuous cough**
- **A high temperature**
- **Loss or change to sense of taste and smell**

When you come into our school please ensure the following:

- You have read and will comply with the school's risk assessment (found on our website)
- Use the hand sanitiser provided in reception
- A mask or visor to be worn in communal areas
- Sign in as you enter the building
- If you need children to use equipment during your visit it must be cleaned thoroughly before hand
- limit the amount of personal belongings you bring with you on site
- Bring no accompanying students or visitors, unless previously agreed with a member of SLT
- You must maintain social distancing of at least one metre, where possible
- When using the toilet please follow the guidelines that will be outlined to you upon arrival
- Follow the one-way system around school
- A staff member will bring the child you will be working with to a designated area, which will have been cleaned thoroughly before hand. Windows in that room must remain open at all times. Doors may be closed if needed to maintain confidentiality

You must inform us if you develop symptoms, test positive or are contacted by 'track and trace' within 14 days of your visit to our school.

Many thanks for your co-operation,

St. Mary's