



## **VISITORS POLICY DURING CORONA VIRUS PANDEMIC**

In response to the global coronavirus outbreak, **Edmund Waller Primary School** 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 of the policy 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
- You have 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

### **GENERAL VISITORS**

Visitors will only be admitted to the school premises (i.e., beyond the school gate) with a prior appointment and if the correct safety protocols have been adhered to. These protocols are:

- No-one will be admitted without speaking to the school office staff through the intercom.
- School office staff will check that any visitors are permitted to enter the school and ensure an appointment has been made or if it is of an urgent basis.
- Visitors will enter via the gate on Waller Road and follow the instructions of the school office staff.
- A protective barrier will be in place to safeguard the school office staff from any visitors.
- The office will sign visitors in.
- **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 hand sanitiser dispenser will be available on the wall and in the main Reception area, and all visitors **MUST** use this before 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.

- Unnecessary items should not be brought into the school. You may be asked to leave items at Reception.
- The use of school toilets and staff room is prohibited without agreed consent from a member of the Senior Leadership Team (Headteacher or Assistant Headteacher).
- Refreshments will not be provided.
- All visitors should bring their own drinks / water bottle with them.
- Fire and first aid arrangements will be verbally given / displayed when you sign in at Reception.

### **PARENTS / CARERS**

Parents/Carers may come to the school gate at the agreed drop-off and collection times, except in the case of emergencies or in the case of a child being unwell, or suspected of having Covid-19.

- If a parent/carer is required to come to the school they **MUST** come alone (do not bring other members of the household).
- Letters which require parents to sign and agree should be placed in the post box outside
- Parents/carers **MUST** ensure that their child has everything they need before leaving home, and before they are left at school. Delivery of forgotten items will not be accommodated.
- Parents/carers will not be allowed into the school buildings during the school day. If you need to communicate with the school office, please do so by email (office @edmundwaller.lewisham.sch.uk or by telephone (020 7639 0436).
- Parents/carers may only meet with school staff by prior appointment. These meetings will take place outside unless the weather is inclement.

### **MUSIC TEACHERS / THERAPISTS / PUPIL SUPPORT**

Visitors coming to site to partake in agreed activities and sessions with pupils will follow the general guidance above. In addition:

- Visitors will be taken to the agreed area to undertake the relevant activities with the pupil.
- Visitors must ensure social distancing is maintained and regular handwashing / sanitising is undertaken.
- Visitors should reduce the amount of equipment / items brought to the school.
- Visitors are not permitted to access any other areas in the school without prior permission from a member of the Senior Leadership Team (Headteacher or Assistant Headteacher).
- Visitors should provide your own Personal Protective Equipment (if required).
- Visitors may be required to provide the school with your risk assessment prior to coming on site.

### **DELIVERIES**

- Deliveries will be handled by school staff at the school gate, through use of the intercom, and AN AGREED DROP OFF PLACE WHERE
- 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.
- Contractors should provide your own Personal Protective Equipment PPE (if required)
- Contractors may be required to provide the school with your risk assessment prior to coming on site.
- Contractors should take any waste generated with you when you leave the site.

All paperwork should be emailed across after the visit – staff will not be signing any documents.

Any concerns regarding anyone **not** adhering to this policy should be notified to the Headteacher 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.**