

Visitor Protocol for Wellsprings Primary School



All visitors to our School must have a prior appointment before they are allowed entry into School.

To help reduce the transmission of COVID-19 within our school, any visitor presenting themselves at Reception without an appointment, should not be allowed entry into the school. The person that they wish to visit should be contacted with the reason for their visit. The visitor must wait in the Reception area if social distancing guidelines can be adhered to, or outside Reception area until the host attends Reception. Visitors are not allowed to walk around the School unaccompanied at any time.

All visits will be booked from 9.30 once the last class of pupils has arrived safely in school.

Please do not come into our school if you or any of your immediate family are feeling unwell and are showing any of the COVID symptoms

- a **new, continuous cough,**
- a **high temperature** or
- a **loss or change to their sense of smell or taste.**

Below is a list of essential visitors/contractors who are allowed entry to the School once they have completed the Visitors Proforma and have been collected by their host.

- † Contractors – completing essential work or maintenance visits – arranged through the responsible Department
- † Contractors carrying out any Health and Safety Testing – Legionella etc.- arranged through the responsible Department
- † Trainers for Health and Safety training where certificates need renewing – first aid etc. as the Government/HSE has now suspended extending certificates during the pandemic, - arranged through the responsible Department † HSE Inspectors – we are not allowed to refuse entry
- † Ofsted officers
- † Emergency personnel
- † Interviewees – for essential vacant roles
- † Parents – only if it is deemed absolutely necessary for a serious problem with the pupil – unless the meeting can be arranged virtually. Parents of pupils who are ill can pick the pupil up from outside.
- † Others: only if it is deemed absolutely necessary and it is not appropriate to hold a meeting virtually.

When you come into our school please follow these instructions to keep both you and our children safe:

- Use hand sanitiser provided in the reception area.
- Sign in with the office staff using the visitor record sheet. You will be provided with a dated, VISITOR sticker and not a lanyard.

- Limit the number of personal belongings you bring with you to a minimum.
- Bring no accompanying pupils or visitors unless previously agreed with the school and/or child's parents.
- You must maintain social distancing whilst in the waiting area.
- When using the toilet please ensure that you leave the facilities as you would expect to find them using the antibacterial wipes and wash your hand thoroughly.
- If you are seeing a series of children on your visit, please ensure that there is time to clean the desks/chairs between children and that you wash your hands for 20 seconds in between.
- Please maintain (if possible) a 1m distance between you and the child you are working with.
- A member of school staff will collect the child that you are visiting or if you have to collect a child from their class, please stand in the doorway of the classroom. The child will be sent out to you by the class teacher/TA.
- Any necessary classroom observations will be conducted following social distance guidelines or from the classroom doorway.
- Please ensure adequate ventilation in the room when you are working with children. Windows and doors should be open, as much as possible, whilst still maintaining confidentiality.
- If the fire alarm sounds, please immediately make your way out of the nearest exit. The fire assembly point for visitors is near the garages to the side of the school building.
- **Safeguarding is everyone's responsibility. If you have ANY concerns, please speak to one of our safeguarding team. Safeguarding posters are displayed within school.**

Upon leaving the school, please let a member of the office staff know so that they can sign you out and please sanitise your hands. You must let us know if you are contacted by NHS Track and Trace or if you develop symptoms of COVID19 or test positive in the next 14 days.