



Elton Church of England Primary School

Visitor Policy During Covid-19

Elton Church of England Primary School welcomes visitors unless:

- you are displaying any coronavirus symptoms (a new continuous cough, a high temperature, or loss or change in sense of taste and/or smell)
- you are part of a household where a person is displaying symptoms
- you have travelled from or through a country that is not [exempt](#) from the 'all but essential' travel guidance in the last 14 days
- you have been in contact with someone who has tested positive for coronavirus
- you have been contacted by Track and Trace

We ask that:

- you provide a copy of your own risk assessment (if from an external company)
- your visit is outside of school hours and is a prior and confirmed appointment where possible

The following are listed essential and visits can therefore take place inside school hours:

- visitors who are essential to the health, wellbeing, development and safety of pupils (eg specialist teaching team/medical professionals/visitors involved in safeguarding issues etc)
- visitors who need to cover lessons or offer extra-curricular lessons (eg private music lessons or sports clubs)
- contractors who are carrying out urgent maintenance
- deliveries to the kitchen

You will need to follow the measures the school is taking to minimise the spread of coronavirus:

- Please sanitise your hands before arrival and before leaving
- Please wear a face covering (unless exempt) in areas of the school where social distancing isn't possible (eg corridors) to keep all members of our school community safe.
- Please only go to designated areas of the school that you have been given permission to enter, and minimise touch points and interactions wherever possible (if observing in a classroom for example)
- Where possible, please maintain a distance of 2 metres from everyone else in the school.
- Please provide contact details for the school, in case the school needs to contact you following public health advice in the event of a coronavirus outbreak within the school community
- Please clean down where you have worked/touch points you have used or communicate these places directly to a member of staff if you do not have time to clean.

Safeguarding – all usual policies apply. Any visitor on site during school hours must have sent over any relevant documentation, eg DBS clearance, letter of assurance, risk assessment (if applicable)) before being allowed on site. All other visitors must have made a confirmed, prior appointment with the school and understand that they will be supervised throughout the duration of their visit (eg parents/prospective parents).

Elton Church of England Primary School reserves the right to ask any visitor to leave, if they believe that this agreement is not being adhered to, or if the actions of a visitor make members of the school community feel uncomfortable.

By signing this document, I confirm that:

- I do not currently need to self-isolate, in accordance with the latest government guidance
- I will follow the school's hygiene practices (set out in the section above)
- Should I experience coronavirus symptoms within 48 hours after leaving the school, I will notify the school. I will take a coronavirus test and notify the school of the result.
- In return, should the school have a positive case confirmed within 48 hours of my visit, I will be informed as soon as possible if I was suspected to have been in close contact.
- I understand that the school will keep these details for 6 years, as recommended by the IRMS.

VISITOR'S FULL NAME	
COMPANY NAME	
VISITOR'S CONTACT NUMBER	
DATE OF VISIT	
PURPOSE OF VISIT	
VISITOR'S SIGNATURE	