



Whitefield Primary School (September 2020) External Visitors Policy – Covid-19

At Whitefield we are working on the principle of enabling key professionals and other visitors to attend school to support school staff and the children and families attending school, whilst minimising the risk to the visitor and the school community.

National Guidance (<https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>) states that supply teachers, peripatetic teachers and/or other temporary staff can move between schools. Where possible we will minimise the number and frequency of supply staff by using internal cover. These staff will be asked to socially distance from adults and children and should ensure they minimise contact and maintain as much distance as possible from other staff

In addition specialists, therapists, clinicians and other support staff for pupils with SEND and other needs will continue to provide interventions and support.

It is our intention that other visitors to the site, such as contractors will be minimised during school hours and where possible visits should happen outside of school hours.

A record will be kept of all visitors using the school Inventory system to record key contact information for Track and Trace.

Details needed to be collected customers and visitors include:

- the name of the customer or visitor
- a contact phone number for each visitor. This will include a contact number valid at weekends in case of infection.
- date of visit
- arrival time
- departure time

Details will be kept for 21 days in line with the schools GDPR policy.

In addition when visitors are working directly with children they will be asked to log which children they have worked with.

If visitors do come on site, they should follow the Whitefield Primary School Covid-19 risk assessment. If the visit is going to take place outside of the scope of the core risk assessment, then an additional risk assessment should be conducted.

All visitors will be given school guidance on physical distancing and hygiene is explained to visitors on or before arrival (Appendix 2: Code of Conduct)

Appendix 1 - Visitor Record

This information will be collected and retained via Inventory

Name			
Your Job/Role/Service			
Contact Tel Number			
Email Address			
Date of Visit			
Time In		Time Out	

QUESTIONS asked

Before you start your visit

Please answer the following statements. If you answer yes to any questions, please alert a member of the office to discuss your visit.

1. Do you have a fever or have you experienced fever within the last 14 days?	Yes	No
2. Have you experienced a recent onset of respiratory problems, such as a cough or difficulty breathing, within the last 14 days?	Yes	No
3. Do you currently have (or have you experienced) any of the following in the past 14 days: <ul style="list-style-type: none"> ● Altered or loss of taste/smell; ● Shortness of breath; ● Fatigue (beyond what you normally experience) 	Yes	No
4. Are you in contact with anyone who is in isolation or has been sick and or confirmed to be COVID-19 positive?	Yes	No
5. Have you travelled from or transited through another country or UK area that are currently on 'lockdown' in the past 14 days	Yes	No
I agree to inform the school if any of the above occur in the next 14 days.	Yes	No

Appendix 2: Whitefield Primary School Visitor Code of Conduct - During your visit



If you have coronavirus (COVID-19) symptoms, or have someone in your household who does, you must not enter school

If you are working directly with staff or children please complete the log provided and return it to the school office before you leave

If you wish to view our full risk assessment, please visit the school website or ask at the school office.

1. Please sign in and out of the building using the Inventory system. Wear the badge given to you at all times.
2. Please stay within the areas that are necessary for your visit.
3. Corridors are in use in school. If possible wait at one end of the corridor for others to pass, and walk in single file.
4. Clean your hands thoroughly more often than usual, gel is available on arrival and we would ask that you sanitise/wash hands regularly and always between working with different individuals/groups of children; or when going to different areas of school
5. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
6. Resources used by visitors should not be shared between different groups of children who are not in the same class group without cleaning them thoroughly first.
7. Contact should be minimised between individuals and social distancing maintained wherever possible (2 metres). If this is not possible then side to side contact facing forward should be used.
8. PPE should only be used in situations for welfare matters, such as intimate care. Such use should be discussed with the Inclusion Manager or Headteacher beforehand, and visitors using PPE should have had training from their organisation. Any PPE used should be double bagged and disposed of appropriately. It should be stored safely and securely for at least 72hrs before disposing via the normal waste stream. Used PPE should not be taken off site.
9. Smoking, consuming alcohol or any illegal substance is prohibited at all times.
10. If you hear the fire alarm sound, report to the fire assembly point closest to where you are in the building so that you can be accounted for.
11. If you are working with children/pupils lead them to safety and inform a member of school staff so that registers can be taken.
12. Do not take/use images of pupils/students unless approved to.
13. Do not leave equipment unattended.
14. Do not use mobile phones in the presence of pupils.
15. Any safeguarding or child protection concerns or disclosures must be reported immediately to a member of the school safeguarding team, Jill Wright (Head) Marie Beale, Emma Doran, Marguerite Young.



Contact tracking log

Your Name :

Contacts during your visit

Please list children, staff or parents, where you have been in close contact for 15 minutes or more.

Name	Class if pupil	Pupil ✓	Staff ✓	Visitor ✓

Track and Trace

The information provided on this form will be used to respond to any infection that occurs within the school or if you yourself report an infection to the school. The school is expected to work with the local public health team when dealing with any infections or outbreaks and will provide all contacts that children, staff or visitors have had where it is relevant.