



## Lote Tree Primary (September 2020) External Visitors Policy – Covid-19

At Lote Tree Primary 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-schoolscoronavirus-covid-19>) states that supply teachers, peripatetic teachers and/or other temporary staff can move between schools. Where possible we minimise the number and frequency of cover staff by using staff plans and internal structured rearrangement.

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 'Sign in Book' and the additional school inventory sheet (Appendix 1) to record key contact information for Track and Trace.

Details needed to be collected include:

- The name of 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, a log will be kept outlining which children they have worked with.

If visitors do come on site, they should follow the Lote Tree Primary 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)



## Lote Tree Primary (September 2020) External Visitors Policy - Covid-19 Appendix 1 - Visitor Record

Name			
Job/Role/Service			
Email Address			
Contact Number			
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"> <li>• Altered or loss of taste/smell;</li> <li>• Shortness of breath;</li> <li>• Fatigue (beyond what you normally experience)</li> </ul>	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



## Lote Tree Primary (September 2020) External Visitors Policy - Covid-19 Appendix 2

### 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 using the Book provided by Admin. 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 is available at the school and should be used. If you have any concerns, these should be discussed with the Headteacher beforehand. 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.
9. 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.
10. If you are working with children/pupils lead them to safety and inform a member of school staff so that registers can be taken.
11. Do not take/use images of pupils/students unless approved to.
12. Do not leave equipment unattended.
13. Do not use mobile phones in the presence of pupils.
14. Any safeguarding or child protection concerns or disclosures must be reported immediately to a member of the school safeguarding team, Mariam Ashique (Head) Zubeda Khan, Qualsoom Minhas and Tasneem Choudhury.

