



ST ANDREW'S C of E INFANT SCHOOL

**WOODLEA ROAD
LEYLAND
PR25 1JL**



COVID-19 Working in School Visitor Policy

April 2021

Aims and Objectives

To ensure the safety of all staff and children who attend our setting, and to keep school open for as many children as possible.

This is a fluid risk assessment which will be amended as the situation evolves and is in addition (and to support) to the guidance issued by Government.

If your visit to St Andrew's School is an essential one, we would nevertheless ask that you refrain from visiting if:

- ✓ You have travelled from or transited through any of the countries or areas that are currently on the Governments 'red' list.
- ✓ You have developed a fever (above 37.8C) or a new, continuous cough within the last seven days.
- ✓ Anyone in your household is required to self-isolate in accordance with Government guidelines.
- ✓ Any visitor who has been in contact with someone with a confirmed case of COVID must inform school immediately.
- ✓ Likewise, school will inform any visitors should a positive COVID test be identified with anyone in school
- ✓ We also ask that should you develop symptoms up to 72 hours following a visit to our school that you notify us.

Risk Measure

From 8 March, people in England will see restrictions start to lift and the government's four-step roadmap offer a route back to a more normal life.

In line with the current National COVID measures and our Risk assessment, we are allowing outside visitors into school for meetings with prior knowledge of the HT and school only unless deemed as a Safeguarding or Emergency medical reason.

Professionals from outside agencies, working in our 'bubbles' will be asked to:

- Visitors will be invited to the school in advance or need to contact the school in advance
- Sanitise on entry to the building, wash hands and then re sanitise.
- Sign in to the building, and sign out when leaving – using school I pad system –wiping after use.

- Face covering to be worn on the school grounds including car park, pathways and playground and on entry to the building. A face covering can be either a facemask or facial shield.
- Where possible, attempt to work with a 1m+ distance from the child/children.
- Keep a record of the children worked with dates and time.
- Ensure the room is well ventilated.
- Limit surfaces touched.
- Sanitise during session when working with children across 'bubbles'.
- Lateral flow testing is provided for supply staff in accordance with school guidance for Sunday and Wednesday evening tests.
- Visitors may be asked to provide proof of a negative lateral flow test result before visiting school if the school deems this appropriate.

Risk

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Professionals and Parents attending Agency meetings

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- Sanitise on entry to the building, wash hands and then re sanitise.
- Face covering to be worn on the school grounds including car park, pathways and playground and on entry to building, either a facemask or shield.
- Meet in rooms – Community room with opportunities for ventilation and social distancing.
- Mask or face coverings must be worn during the meeting.
- The area will be sanitised immediately after the meeting by school staff.
- Lateral flow testing is provided for supply staff in accordance with school guidance for Sunday and Wednesday evening tests.
- Visitors may be asked to provide proof of a negative lateral flow test result before visiting school if the school deems this appropriate.

We apologise for not being able to give you our usual warm welcome, but we must take the current situation very seriously and look after the welfare of our children and staff. If you have any questions, please contact the member of staff you were due to visit in advance of the meeting.

Appendix 1

DFE

Guidance

Schools coronavirus (COVID-19) operational guidance

Updated 6 April 2021 states:

Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. They, as well as supply teachers, peripatetic teachers or other temporary staff, can move between settings. They should ensure they minimise contact and maintain as much distance as possible from other staff. Such specialists will be aware of the PPE most appropriate for their role. Schools should consider how to manage other visitors to the site, such as contractors, catering staff and deliveries, as well as cleaning staff on site who may be working throughout the school and across different groups. This will require close co-operation between schools and the other relevant employers.

You should have discussions with key contractors about the school's control measures and ways of working. They should ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen safely outside of school hours, they should. A record should be kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test and Trace.