



# Safer Working Visitors Protocols

To ensure that the school community remains safe, all visitors **MUST** adhere to the following protocols:

Our school will welcome visitors if:

- The visitor is not at risk of bringing coronavirus into the school. You should not come into the school if you currently need to self-isolate, according to the [latest government guidance](#), if you:
  - Are displaying any coronavirus symptoms (**a new continuous cough, a high temperature, or a loss or change in your sense of taste and/or smell**)
  - Have travelled from or through a country that is not [exempt](#) from the 'all but essential' travel guidance in the last 14 days
  - Have been in contact with someone who has tested positive for coronavirus
- Only essential visitors will be allowed in school during the school day, e.g Parents, Governors, Education Consultants, supply teachers, visitors who are essential to the health, wellbeing and safety of pupils, or visitors who are carrying out urgent maintenance work as outlined in the school's risk assessment (subject to change according to DFE Covid-19 guidance)
- All visitors must follow the measures the school has put in place to minimise the spread of coronavirus, for example:
  - Visitors must use the hand sanitiser provided on their arrival and before leaving the building
  - Visitors must also wash their hands thoroughly with soap and water for 20 seconds where possible
  - Visitors must wear a face covering in areas of the school where social distancing isn't possible, such as corridors, unless you are exempt from wearing one. You must keep or put this on when arriving at school, moving to your destination and moving around the school indoors. You must bring a plastic bag to keep this in. If you are using disposable face coverings, you must put these in a covered bin. You must not touch the front of the covering during use or removal, and you must wash your hands after removing it
  - Where possible, visitors must maintain a distance of 2 metres from everyone else in the school. this means no handshakes, hugs or other forms of physical contact between visitors and the school community - Face – Space – Hands.
  - Providing 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 read the section above and sign the agreement below:**

By signing this document, I understand and agree that when visiting the school:

- 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. I understand that the school will keep these details for 6 years VISITOR'S FULL NAME

VISITOR'S CONTACT NUMBER

DATE OF VISIT

PURPOSE OF VISIT

AREAS OF SCHOOL THAT WILL BE VISITED

VISITOR'S SIGNATURE
