

The Reddings Primary and Nursery School



COVID-19 Visitor Policy

School review: September 2020

Next Review: In line with Government changes or September 2021

Summary of changes: New policy introduced to mitigate risk to the school community during COVID-19 pandemic

The Reddings Primary School is requesting the support and consideration of our visitors in helping us minimise the risk of COVID-19. Following advice from Public Health England we are now restricting access to the school site to essential visitors only, who include:

- school staff
- governors to fulfil their statutory duties (where it cannot be facilitated remotely)
- parent/carers accompanying their child(ren) following the one way system and entrance and exit protocol
- approved contractors for essential works to ensure statutory health and safety or buildings compliance
- social workers

We ask that parents/carers who are dropping or picking up their child(ren), support our efforts to minimise the risk of contact between our families and staff by adhering to:

- strict staggered start/ finish times
- posters and banners to remind individuals of social distancing
- flow of pedestrian traffic signage
- not entering the school building or congregate in groups outside of school or on school grounds

All visitors entering the building must:

- have an agreed appointment sanctioned by a member of the Senior Leadership Team
- wash their hands with soap and water for at least 20 seconds and/or use sanitiser provided
- cover their mouths and nose with a tissue or sleeve when coughing or sneezing
- put used tissues in the lidded bins provided straight away and wash their hands afterwards
- not enter restricted areas of school and follow instructions from your host
- maintain social distancing whilst on the school site
- refrain from handshake greetings
- sign in using our inventory visitor management system, in order for the school to maintain robust records, in the event we have to engage with the NHS test and trace programme in the event of a confirmed case of COVID-19

We ask our school community to not enter the school site if they:

- are currently presenting with any symptoms associated with coronavirus; a fever or a new, continuous cough, or loss of taste and smell within the last seven days
- have knowingly been in close contact with anyone with a confirmed case of Coronavirus (close contact means living in the same house, contact with their bodily fluids, e.g. being coughed or sneezed on, or being within 2 meters of the person for more than a few minutes)
- have knowingly been in contact with someone who has travelled from any of the named countries listed in Public Health England advisory information without having undergone the advised action relating to 14 days self-isolation and, if recently symptomatic, they have been screen tested in the UK through NHS111 service and been given a negative result

Visitors may only enter the school building by appointment only, by contacting the school office on 01442 406500 or by email admin@reddings.herts.sch.uk

The school reserves the right to refuse entry to any visitor into the grounds and school building if the individual is unable to positively confirm any of the conditions of entry. Equally, if there is a lack of engagement and adherence to the hygiene protocols, the school reserves the right to terminate the visit. Refusal of admittance is not designed to offend, but rather protect the health and wellbeing of our school community.

We apologise for not being able to give visitors our usual warm welcome, but we must take the current situation very seriously and look after the welfare of our pupils and staff.