



Visitors Policy during Covid-19

2020/2021

In response to the global coronavirus outbreak, Abbey Manor College has implemented a strict visitor policy to safeguard the health and wellbeing of the whole school community. Our policy has been developed in accordance with the advice and guidance given by Public Health England (PHE).

This policy is applicable to anyone who is not a staff member or a current student and comes onto the school site.

This policy will stay in place during the Covid-19 restriction period and will stay in force until further notice.

This policy will be communicated to all parents / carers and published on our website.

To protect all in the school community, we would ask anyone who meets the following criteria not to visit the school until they have completed the specified self-isolation period and remained symptom-free. Please do not visit the school if:

- You have a high temperature and / or new continuous cough
- a loss or change to your sense of smell or taste
- You have had direct contact with anyone who has such symptoms within the past 7 days

VISITORS

GENERAL – Visitors will only be admitted to the school premises (i.e., beyond the school gate) with a prior appointment and where it is deemed a necessity.

Visitors will only be admitted into the school building if the correct safety protocols have been adhered to.

- No-one will be admitted onto the school site without speaking to the school office staff through the intercom.
- Office staff will check to ensure an appointment has been made or if it is an emergency – check they are permitted to enter the school.
- Please walk directly from the gate to the main reception and wait in the waiting area inside the building.
- Please wait in reception until the office staff call somebody to come and meet you.
- You will not be allowed into the main school unaccompanied.
- Visitors will pre-registered and signed in using our electronic system. Please allow our staff to do this and do not touch the screen.
- A disposable Visitors label and ID card will be provided on arrival and must be worn at all times. Please destroy this when you leave the site.

CONTACT DETAILS WILL BE REQUIRED FOR EVERY VISITOR THAT ENTERS THE SCHOOL IN ORDER FOR "TRACK AND TRACE" TO BE EFFECTIVE IN THE CONTROL OF THE VIRUS IF A CASE WERE DETECTED.

- Visitors are encouraged to use their own pens if possible.
- A hand sanitiser dispenser will be available in the main Reception area, and all visitors **MUST** use this upon entering the building.
- Frequent handwashing/sanitising is recommended, particularly when moving between different areas in the school.
- All visitors should be advised that social distancing must always be maintained, unless a member of staff agrees that an alternative protocol is appropriate.
- Please do not bring any unnecessary items into the school. You may be asked to leave items at Reception. (plastic bags will be available)
- The use of school toilets and staff room is prohibited without agreed consent from a member of the SLT. There is a designated visitors' toilet on the ground floor. Keys are available from reception, however only the staff member you are visiting is permitted to obtain keys.
- Refreshments will not be provided.
- Please bring your own drinks / water bottle with you.
- Fire safety and health and safety arrangements are displayed in all classrooms, offices, communal areas and meeting rooms. Please ensure these are adhered to.
- Visitors driving **SHOULD NOT DOUBLE PARK** as residents also access the carpark directly outside the school building

PARENTS / CARERS

- Parents will not come onto school premises except for pre scheduled interviews, assessments, emergencies, and in the case of a child being unwell, or suspected of having Covid-19.
- If you need to come to the school, please come alone (do not bring other members of the household).

Letters which require you to sign and agree should be handed to the member of staff at the gate or given to your child to return to school.

Other than the reasons listed above, parents will not be allowed into the building. If you need to communicate with the school office, please do so by email (info@abbeymanorcollege.com) or by telephone (0208 297 7060). There may be occasions where it is necessary for a parent to attend a meeting, but this will be by appointment only.

VISITING SPECIALIST PROFESSIONALS.

- If you are a specialist visitor you will be able to make your way to your place of work in the school.
- You must ensure social distancing is maintained and regular handwashing / sanitising is undertaken.
- You should reduce the amount of equipment / items brought to the school.

- You are not permitted to access any other areas in the school without prior permission from a member of the SLT.
- You should provide your own Personal Protective Equipment (if required)
- You may be required to provide the school with your risk assessment prior to coming on site.

DELIVERIES

- Deliveries will be handled by the premises officer, through use of the intercom/ radios, and will be placed in the main office and then deployed to the relevant team once checked in.
- Delivery personnel will only be permitted on school premises if appropriate.
- Safe protocol is always for parcels to be placed close to school premises and social distancing maintained.
- School staff will not be signing for any deliveries.

CONTRACTORS

It is expected that anyone whose visit to school falls into this category, should not be allowed onto site whilst children (and ideally staff) are present. They will only be admitted during the school day if prior consent has been given by a member of the Senior Leadership Team and Business Manager, and only in exceptional circumstances.

- A procedure for entry will be agreed with the Premises Officer – who will meet you and take you to your area of work.
- Supervision arrangements and normal safety measures will be agreed prior to your visit to the school.
- You should provide your own Personal Protective Equipment PPE. A mask should be worn.
- You may be required to provide the school with your risk assessment prior to coming on site.
- You should take any waste generated with you when you leave the site.

Any concerns regarding anyone **not** adhering to this policy should be notified to the Head Teacher at the earliest opportunity.

We take the safety of our staff and students very seriously. Failure to adhere to this policy may result in you being asked to leave the premises.