

## Protocol for Visitors in School

**Visitors must not attend school if they are displaying any of the COVID related symptoms or in a mandatory isolation period.**

\*All visitors are expected to comply with our Covid-19 control measures these will be published on our website

- If visiting school this must be pre-arranged and you must know the person you are visiting
- Without an appointment you will not be admitted to school
- All visitors will sign in at reception, they must also then sanitize their hands on entering and leaving the school premises.
- Visitors must complete track and trace forms and where possible use the NHS app to check in
- Visitors will be able to use their own personal PPE kit (face coverings) or use schools PPE kit if they require it, **however, must wear a face covering (unless exempt)**
- Visitors will be expected to maintain appropriate distance from other stakeholders within school
- Visitors will always be supervised at all times; visitors will not be able to visit lessons or 'wander' around sites
- There will no refreshments supplied to visitors when on site- visitors are expected to bring their own refreshments
- If a visitor experiences symptoms or contracts Covid-19 they should notify the school as soon as possible, this is in addition to test and trace
- As per our school's guidance, unless essential, contractors will only attend sites out of school hours
- In the event of a significant welfare or safeguarding risk visitors may be allowed but will be dealt with on an individual basis, this is at the discretion of senior school leaders.