



Covid 19 Guidance Document **Covid 19 Visitor Guidance to the School Building**

As we return to Ashgate Primary School following lockdown we are keen to re-engage with individuals or agencies who are pivotal to the needs of pupils. Please note that visitors within the school building are permitted strictly **by appointment only**, and only when visit is essential to the wellbeing of pupils.

If you are visiting our school with an appointment, please make sure that:

General

1. You sign in using the electronic system at the main desk on arrival if you are required to leave the reception area into the body of the school building/grounds, or where your attendance is to last more than a 5 minutes (e.g. not a parent dropping off information or buying uniform).
2. You maintain a safe distance (at least 1 metre, and ideally 2 meters) from other people.
3. Your visit should only last for the minimum period required to fulfil your role and complete the necessary task.
4. You wash and/or sanitise your hands when you arrive and as necessary during your visit (hand sanitisers are available in all learning areas and at access points to buildings).
5. You carry a mask or face covering and wear it as directed / in accordance with other risk assessments you are obliged to fulfil, or personal preference.
6. Individuals working on grounds maintenance or similar outdoors are not required to wear masks, but must not be working while children are in the vicinity.

Meetings on school site

7. Where practical and suitable, meetings should be arranged online.
8. We are not asking pupils or staff to wear face masks. However, visitors will be required to wear one when:
 - working directly with children in any context
 - if directed to do so as a result of an individual's risk assessment
 - in meetings as directed (see below)
9. Meetings and visits to occupied rooms are restricted to no more than 15 minutes and must allow for adequate social distancing of 2 meters.
10. If there is a legitimate reason for a meeting to be extended beyond 15 minutes (for example mental health support of Child Protection matters, approval must be sought from the headteacher.
11. No more than 6 people to attend any given meeting.
12. The wearing of facemasks in socially distanced meetings is optional, however, if a meeting does last longer than 15 minutes, visitors must wear a facemask.



13. When meetings are arranged, the room made available will take consideration of those intending to attend. All rooms used must be well ventilated and allow distancing of 2m or more from those present.

Other establishment or personal risk assessment

14. If you are visiting from an establishment or group where a risk assessment requires you to act in a manner that is enhanced from the guidelines above, you should make a member of the senior leadership aware if you feel it necessary.

We request that you do not visit the School:

- If you or any member of your household or support bubble have tested positive for COVID-19 within the last 14 days.
- If you or any member of your household or support bubble are showing any COVID- 19 symptoms as per the current Department for Health guidance *or* if you are currently waiting for a test or test results for COVID-19.
- If you have been contacted by an NHS contact tracer and advised to self-isolate.
- If you have entered the UK from any country not listed as safe on the transit corridor list and are required to follow the current quarantine rules.

How you can help us:

Limiting the spread of infection is everyone's responsibility. You can help us to keep our community safe by:

- Washing your hands frequently, with soap and water.
- Using tissues (or the crook of your elbow) whenever you need to cough or sneeze, disposing safely of your used tissues and washing your hands immediately.
- Staying at least 1m apart (preferably 2m) from other people, and encouraging your children to do the same.
- Staying away from school if you have symptoms, have tested positive for Covid-19, or have been in close contact with a confirmed case, in line with Government guidance.
- Respecting and supporting all of the safety measures that we have put in place.