



Embrace challenge Recognise uniqueness Celebrate achievement

# St Cuthbert's C of E Junior School

## Visitor Protocol

All visits and appointments must be pre-booked with a member of school staff and contact details including a telephone number must be provided. Please do not arrive more than five minutes early for your appointment. All visitors must report to the office and sign in.

It will not be possible to accommodate visitors between 8.25 – 9.15 am and 3.00 – 3.45 pm. This is to ensure that visitors are not arriving to site when students are arriving to or leaving school.

**Please do not come in to our school if you or any of your household are feeling unwell and are showing any of the COVID symptoms:**

- A new, continuous cough,
- A high temperature or
- A loss or change to their sense of smell or taste.

**When you come into our school please follow these instructions to enhance safety:**

- Use the hand sanitiser provided in the office
- Sign in using the signing in book in the office
- Limit the number of personal belongings you bring with you
- Bring no other visitors (including family members or fellow professionals unless already agreed)
- Social distancing must be maintained at all times, including in the waiting area
- If using toilet facilities, please ensure that you leave them as you would expect to find them and wash your hand thoroughly. Sanitising equipment is provided.
- If walking around school building all visitors must wear a face covering.
- If you are meeting a series of students on your visit, please ensure that there is time for you to clean the desks/chairs between children
- Please maintain a 2m distance between yourself and anybody from the School
- If you need to meet children, please inform the school in advance so that a message can be sent. Messages sent to staff asking to see a student via email may not be seen during the teaching day.
- Any necessary classroom observations will be conducted following social distance guidelines or from the classroom doorway.
- Please ensure adequate ventilation in the room when you are working with students. Windows and doors should be open as much as possible whilst still maintaining confidentiality.
- Please sign out at the office when you leave and sanitise your hands.
- You must let the school office know if you are contacted by NHS Track and Trace or if you develop symptoms of COVID19 or test positive in the next 10 days.