


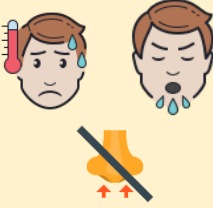


**Coronavirus Essential Visitor Protocol for Contractors and Non-School Based Professionals**







Welcome to Goat Lees Primary School. Unfortunately, during the Covid-19 pandemic it is necessary to limit the number of visitors to our school site within the school day, which will be at the discretion of the Headteacher (or in her absence the Deputy Headteacher).

This form should be shared by the host member of staff prior to the arrival on the school site of the pre-arranged visitor. Any information shared will be stored securely and archived in line with both DfE and KCC guidance.

Thank you for your anticipated co-operation with this protocol.

*Teresa Adams*  
Headteacher

<p><b>Essential Visitors</b></p> 	<p>Reasons to visit the school may include:</p> <ul style="list-style-type: none"> <li>• School regular maintenance/emergencies</li> <li>• Teaching and learning development</li> <li>• Training that must be undertaken in person</li> <li>• Safeguarding/SEND liaison</li> <li>• Health and Safety</li> </ul>
<p><b>Covid-19 Symptoms</b></p> 	<p>If you have any one of the following symptoms please, <b>do not</b> visit Goat Lees:</p> <ul style="list-style-type: none"> <li>• a high temperature - this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</li> <li>• a new, continuous cough - this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours</li> <li>• a loss or change to your sense of smell or taste</li> </ul> <p><i>I do not have any of these symptoms and have not travelled from a quarantined country in the last 14 days</i></p>
<p><b>Arranging the Visit</b></p> 	<ul style="list-style-type: none"> <li>• Visitor has made an appointment to visit school (an exception to this is if it is for essential work for a Child Protection or Child in Need case)</li> <li>• The visitor and school have agreed a time and date for the visit which is recorded in the school calendar, along with contact details, including phone number (to aid Track and Trace)</li> <li>• The visit has been discussed with the Headteacher</li> </ul>
<p><b>Arrival</b></p> 	<ul style="list-style-type: none"> <li>• Please report directly to the school reception, where you will be asked to wait for the relevant member of staff</li> <li>• If you are going to be moving through the school site, you may be required to wear a mask</li> <li>• If you would like the member of staff that you are meeting to wear a mask, please request this when you arrange the visit or on arrival</li> <li>• The host member of staff will greet you and check that you understand the school procedures/where you can go/use of facilities</li> <li>• Please record your arrival in the school's visitor book</li> <li>• If you are a regular visitor and the Headteacher has agreed that it is safe to do so, you may navigate the school unaccompanied. The admin staff will advise on any change of arrangements</li> </ul>

<p><b>Hand Hygiene</b></p> 	<ul style="list-style-type: none"> <li>• Use hand sanitiser provided on entry to school</li> <li>• Wash hands after visiting the toilet and at regular intervals</li> <li>• Use hand sanitiser when leaving the building</li> </ul>
<p><b>Social Distancing</b></p> 	<ul style="list-style-type: none"> <li>• Visitors should observe social distancing whilst on the school premises wherever possible</li> <li>• Meet outside if possible</li> <li>• Maintain a 2 metre social distance throughout the visit wherever possible. (This won't be possible for certain support professionals). Where social distancing cannot be maintained, you will be required to wear a mask/face shield</li> </ul>
<p><b>Fire Evacuation</b></p> 	<ul style="list-style-type: none"> <li>• In the event of the fire alarm activation, the evacuation will be undertaken as normal. Please follow the directions of the school staff</li> </ul>
<p><b>Lock Down/ Bomb alert</b></p> 	<ul style="list-style-type: none"> <li>• In the event of a lock down/bomb alert please follow the direction of the senior staff on site and do not leave the school building unless directed to do so</li> <li>• Please co-operate with any instructions from the staff or emergency services</li> </ul>
<p><b>Becoming Symptomatic in School</b></p> 	<ul style="list-style-type: none"> <li>• Any visitor on site who exhibits symptoms of Covid-19 will be isolated and supported to leave the school site as soon as possible</li> <li>• If you start to feel unwell whilst you are at school, please make your school host aware</li> </ul>
<p><b>Leaving School Site</b></p> 	<ul style="list-style-type: none"> <li>• Go straight to the office once you have finished your visit where you will be signed out</li> <li>• Please remember to wash/sanitise hands on leaving the school.</li> </ul>

Thank you for adhering to our protocol for visitors and keeping our school community as safe as we can be. I appreciate that you may feel anxious about entering the school site, please rest assured we are doing all we can to be a safe place to visit.

*Teresa Adams*  
Headteacher