



COVID – 19 School visitor guidance

Schools in the Lower Halstow and Newington CEP Schools Federation are committed to ensuring the safety of our pupils and staff during this pandemic. We are happy to support professionals who require face to face contact with pupils attending our school during this time. We also recognise that essential works may need to be carried out to keep the school running and to ensure maintenance of key systems. The systems of control outlined in this guidance aim to reduce the risk to staff and pupils of external visitors. Please read them carefully.

The following categories of face to face visits have been suspended for term 1 and will recommence in term 2 should levels of coronavirus remain low in the community.

- Volunteers
- Enrichment visits linked to curriculum work
- Swimming
- Musical tuition
- After school sports clubs

The following visits may still take place with enhanced vigilance and control measures.

School Photographer

Fully socially distanced in large open well ventilated space e.g. school hall. Handwashing on arrival. Benches to be wiped down between each class visiting the hall.

Contractors for essential works

Internal works to be organised for out of school hours if possible. External works can be arranged for any time during the day. All internal works to be in presence of member of staff so that any contact can be accounted for.

All contractors to sign in as usual. Sign in sheet and company details to be used for test and trace should the need arise, so no additional details are required.

Allocated toilet for handwashing is staff toilet accessed via SLT office. Cleaning to take place afterwards using anti-viral wipes.

Professionals

Including but not limited to, speech and language therapists, early help workers, specialist teaching team, social workers, art therapist & occupational therapist. All 1:1 work to be undertaken in Butterfly room (LHS) or Pastoral room (NCEP). Observations should be carried out outside and professionals should not enter classroom bubbles unless absolutely necessary. If this is required then a mask should be worn.

Prospective pupils & their parents

Any visits will be conducted by SLT and limited to 2 adults and the child. Sanitise hands on arrival. No classrooms to be entered if children are present. No touching of equipment. After school visits to be booked if possible.

Trainee teachers

We have changed our trainee teacher model this year in order to reduce the number of visitors into school. We have a full time trainee in each school working as a member of staff in a single year group, attached to a bubble. We also have a placement trainee working at Lower Halstow at various points throughout the year with a single class, attached to their bubble. These visitor regulations do not apply to them as they are treated as staff members and will not do placements in any other school.

Other visits as assessed by the Senior Leadership Team

In the case of all bookings, the office staff will obtain authorisation from the SLT before making a booking and allowing a visitor onsite.

Professionals meetings

If face to face / roundtable meetings are required, we will ensure these are held in a large well-ventilated space to permit social distancing. The usual control measures should all be adhered to including cleaning after the meeting before the space is used by someone else.

In order to ensure the safety of all parties we ask that you follow the guidance below:

- Book any visit in advance so that the school can arrange supervision, an appropriate space and, if needed, get permission from parents.
- On arrival, use the washing facilities & hand sanitiser provided.
- If you are meeting with a pupil or member of staff indoors for longer than 15 minutes and are in a space where social distancing is not possible please wear a mask. We have these in the main office if you do not have your own.
- If you are undertaking a session with a child, please ensure you remind them to wash their hands on the way back to class and let the office know so they can supervise this.
- For professionals seeing multiple pupils during the day, the table, chairs etc. must be wiped down with the wipes provided in between pupil sessions.