



Learning Together, Learning for Life

Visitor Policy during Covid-19

Reed First School

Date of issue: October 2020

Date of review: December 2020 or in
response to any new guidance.

Approved by:	Full Governing Body	Date: 19 October 2020
Last reviewed on:	30 January 2021	
Next review due by:	30 March 2021	

This policy has been written using the current guidance from the Government as pupils return to school. It will be reviewed as soon as guidance is updated or changed and at least monthly until extra precautions due to Covid-19 are not required.

A visitor is anyone who is not employed by the school or by HCC to work on site.

As stated in the school risk assessment (<https://reed.herts.sch.uk/parents/parents-information/>) where possible visitors coming to school will be by appointment only and out of school hours.

Where possible meetings will continue to take place remotely.

The only on-site visits allowed without prior appointment will need to be sanctioned by the Head teacher.

Where visits have to take place on site, the following will apply:

Out of school hours visitors

All visits must be arranged through the school office and / or head teacher.

Where requested by the school, the visitor may be asked to wear a face covering. This will be requested as part of the appointment arrangements. The visitor may also request that those they meet with wear a face covering. The visitor will also be informed of our procedures as set out below prior to their visit and asked whether/when they returned from a country/area requiring quarantine.

- On arrival the visitor will use the sanitiser provided at their point of entry and maintain a distance of at least 2m from all others during their time on site.
- Contact details will be taken for every visitor to aid track and trace which will include:

Name, contact telephone number, date of visit, arrival time, departure time. (Appendix 1)

- If a case of Covid is subsequently identified in school up to two weeks after the visit, any visitors who had contact with the infected person will be notified immediately. In turn, the school expects to be contacted if a visitor tests positive for Covid up to two weeks after their visit.
- All staff members on site at the time of the visit will be informed prior to the appointment that there will be a visitor on site, where they will be and for approximately how long.

In school hours visits

All visits must be arranged through the school office and / or head teacher.

Where requested by the school, the visitor may be asked to wear a face covering. This will be requested as part of the appointment arrangements. The visitor may also request that those they meet with wear a face covering. The visitor will also be informed of our procedures as set out below prior to their visit and asked whether/when they returned from a country/area requiring quarantine.

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Name, contact telephone number, date of visit, arrival time, departure time. (Appendix 1)

- If a case of Covid is subsequently identified in school up to two weeks after the visit, visitors who had contact with the infected person will be notified immediately. In turn, the school expects to be contacted if a visitor tests positive for Covid up to two weeks after their visit.
- All staff members on site at the time of the visit will be informed prior to the appointment that there will be a visitor on site, where they will be and for approximately how long.
- If a visitor is working with a pupil, they will visit the pupil in their designated bubble area and maintain a distance of at least 2m from all pupils and staff in the area.

Deliveries

Planned deliveries will be deposited either outside the main entrance or in the entrance hall where possible. If a delivery has to be brought in by the visitor, they will be required to wear a face covering, sanitise their hands and depart as soon as the delivery is made. A distance of at least 2m from others will be kept at all times. Contact details will not be needed.

Visits without prior notice

Any visitors to the school without an appointment will not be allowed entry on site until the Head teacher agrees. If the visit is allowed the above procedures will apply.

Data Protection

Records and contact details of visitors (see appendix 1) will be kept securely in a locked cabinet in the office for 21 days. After this time, they will be destroyed securely in line with our Data Protection policy. <https://reed.herts.sch.uk/download/data-protection-policy-july-2020/>

Appendix 1

Contact sheet



Learning Together, Learning for Life

Name:	
Contact telephone number:	
Date of visit:	
Time of arrival:	
Time of departure:	
Details collected by:	

This document will be kept securely for 21 days and then destroyed securely.