

2020

# COVID -19 Visitors Policy



Implemented: September 2020

To be reviewed: September 2021

Review frequency: Annually

Consultation process:

Governors

Headteacher

Signed  (HT)

(COG)

*“In everything we do today, we’re following Jesus and his way.”*



## **PARENTS COMING INTO SCHOOL**

Parents may only come onto school premises at the agreed drop-off and collection times. Except for emergencies, and in the case of a child being unwell, or suspected of having Covid-19. Please ensure your child has everything they need before leaving home, and before you leave them at school. Parents will not be allowed into the school buildings. If you need to communicate with the school office, please do so by email ([office@st-georges.enfield.sch.uk](mailto:office@st-georges.enfield.sch.uk)) or by telephone.

## **DELIVERIES**

Deliveries will be handled by school staff at the school gate, through use of the intercom, and delivery personnel invited onto school premises only if appropriate. Safe protocol is for parcels to be placed in the school office reception area and 1m+ social distancing maintained at all times. If there is a requirement for goods to be signed for, staff should maintain a 1m+ distance, and delivery personnel should be aware of this.

## **TRADESMAN/MAINTENANCE WORKERS**

It is expected that anyone whose visit to school falls into this category should not be allowed onto site whilst children (and ideally staff) are present. They will only be admitted during the school day if prior consent has been given by a member of the Senior Leadership Team, and only in exceptional circumstances. They should be supervised at all times, and normal safety measure for visitors to the school should be maintained. Anyone visiting school but not following the safety measures in place may be asked to leave the premises. Any concerns regarding anyone not adhering to this policy should be notified to the Head Teacher at the earliest opportunity.

**VISITING ST.GEORGE'S CATHOLIC PRIMARY SCHOOL  
DURING COVID-19 OUTBREAK**

Visitors to St. George's Catholic Primary School must have an agreed appointment. You will only be granted access to the building once a staff member is satisfied that you are fully aware of our safety procedure, and that sanitising protocols have been followed.

**Please do not attempt to enter any school building until you are invited to do so by a member of staff.**

- ❖ You will be greeted by Office staff who will speak to you through the glass window – they may not open this for safety reasons.
- ❖ You must sign in and out of the school premises using our electronic visitor entry system. A Visitors lanyard will be passed to you through the gap in the window panels. This MUST be worn at all times.
- ❖ If you are not a regular visitor to our school and will be onsite for 15 minutes or longer you are required to scan our QR code using the NHS track and trace App.
- ❖ When you leave the building please deposit your lanyard in the box in the reception area.
- ❖ You must maintain social distancing of 1m+ from any adult or child whilst on our premises. Frequent hand-washing/sanitising is recommended, particularly when moving between different areas in the school.
- ❖ You must use a hand sanitiser (there is one provided at Reception) before entering our building.
- ❖ You must wear a face covering.

*We take the safety of our staff and pupils very seriously. Failure to adhere to this policy may result in you being asked to leave the premises*