

Bedlington West End First School

Covid-19 Visitors Protocol



In line with guidance from Public Health England and minimising the risk of coronavirus, we require all visitors to our school to strictly adhere to the following guidance and only visit school when it is absolutely necessary. We ask you to refrain from visiting if:

- ♦ you have developed any symptoms related to coronavirus, i.e. a high temperature, a new continuous cough, loss of or change to your sense of taste or smell.
- ♦ any one in your household is required to self-isolate in accordance with Government guidelines.

Before you arrive:

- ♦ You must make an appointment with school to meet the member of staff you wish to see.
- ♦ Our Covid-19 risk assessment does not require the use of masks or face coverings, however if you intend to wear a mask or face covering during your visit to school, please make this known when you arrange your appointment.

When you arrive on site:

- ♦ Only visitors with a pre-arranged appointment will be allowed into school. Ad hoc visitors will not be allowed in.
- ♦ Visitors will be required to register their name and contact details as part of our engagement with the Test and Trace programme. This information will be kept for 21 days.
- ♦ Visitors are required to park outside the school grounds as the school gates will be locked at all times.
- ♦ All visitors should report to the main school reception area where they will be asked to use the hand sanitiser on arrival and again as they leave.
- ♦ The office staff will sign all visitors into school and issue a disposable visitor's badge which must be worn at all times.
- ♦ For the avoidance of any potential embarrassment, we would also like to advise visitors that our school is currently operating a 'no handshake' policy.

During the visit:

- ♦ Visitors must remain 2m apart from all school staff and pupils when moving around the school and, if taking a seat during the visit, should be positioned 2m apart from those in the same room.
- ♦ During the current circumstances we will not be able to offer hospitality (i.e. coffee, tea etc), however you are welcome to bring a bottle of water with you.
- ♦ If you wish to use the toilet facilities whilst on site, a member of staff will direct you to where you need to go. Toilet seats and handles should be wiped down after use with the antibacterial surface wipes which are available in the toilets.

- ♦ Please refrain from touching surfaces during your visit.
- ♦ If you remain within school for more than one hour, please ensure to either wash your hands regularly in accordance with our risk assessment or use the hand sanitiser which can be found stationed throughout the school.

Parent Visitors

Parents\carers should come into school buildings only when strictly necessary, by appointment and ideally only one (unless for example, an interpreter or other support is required). Any such meetings should take place at a safe distance.

Children arriving late for school

During this period each family bubble has a designated entrance. If a child arrives late for school their parent/carer must use the main playground entrance and buzz in via the intercom. A member of office staff will meet them at the gate and escort their child into school via the designated entrance. The only exception to this is the Year 3 bubble. Children in this bubble can be brought to the main school entrance and a member of staff will escort them to their designated entrance in the school car park. Parents who know they will be late, e.g. if their child has a medical appointment, should inform the school office by phone in advance.

Children being collected late

If a parent is late to collect their child the child will be kept in their family bubble area until the parent arrives. The parent must follow the protocols as for late arrival above.

If you have any questions, please contact the school office either by telephone on 01670 822328 or by e-mail: admin@westend.northumberland.sch.uk.