

# School Visitor



## Procedure and Guidance.

The Harlow Academy has always welcomed visitors to school and we have been proud to allow access to the school environment and provision. However, recognising the high levels of vulnerability of our pupils to the Covid 19 virus and in order to keep pupils, staff and visitors safe only essential visits will be facilitated.

Essential visits would include:

- Contractors completing essential repairs
- Medical trainers and provision support
- Union support for meetings
- LEA advisor visits
- Emergency services access

To avoid unnecessary contacts and reduce possible transmission of the virus alternative arrangements will be made for non-essential visits. These include:

- Virtual meetings
- Restricted access
- Out of hours visits

Senior leaders will determine if a visit is essential and consider alternative options.

To further minimise risk, a range of measures, detailed below, have been implemented. To keep everyone safe the school expects all staff, NHS colleagues and visitors to comply with these guidelines.

### Visits

All visits must be pre-arranged and recorded in the school diary. Except in emergency situations.

When possible, visits should take place outside of school hours, when pupils are not in the building.

Visitors will be restricted to specific and agreed areas.

Visitors entering pupil use areas will be required to wear appropriate PPE.

Visitors will maintain 2 meter distance at all times, unless the task or provision requires closer contact.

NHS therapist, located in school, must inform the school of any planned visitors to their service and ensure these are approved and recorded in the school diary.

### Arrival:

All visitors will report to main Reception, where their name and telephone number will be recorded to support the NHS track and trace system if needed. This information will be retained for 2 weeks before being deleted. This information will not be used for any other purpose.

No more than 3 people are allowed in the Reception area. Social distancing should be maintained in the Reception area, unless the visitors are part of a shared family or work bubbled.

On arrival, all visitors will be asked to complete a brief questionnaire relating to their possible contact with the virus. Any issues or concerns raised by the answers provided will be directed to a member of the Senior Leadership Team before the visitor is allowed to enter the main school area. This information will be deleted at the end of the day.

Visitors will be required to use the hand sanitiser provided before entering the main school area.

Hand washing facilities are available in the Reception for anyone unable to use the sanitiser.

Whilst it is, expected visitors will provide PPE appropriate for their visit, masks and gloves will be made available to all essential visitors. Face shields will be available if masks cannot be worn.

Seats in Reception will only be provided for visitors with physical or health needs that limit their ability to stand or if the person they are meeting is delayed.

To limit contact staff will not shake hands with visitors.

### During the Visit

Visitors will keep to their agreed areas. Visitor toilet facilities are available in the main Reception. All visitors are asked to keep these areas clean, using the antibac spray and sanitiser wipes available. Reception staff will check these facilities at regular intervals during the day.

If during the visit a visitor becomes unwell, showing any signs of the Corona Virus, they should make a member of staff aware immediately and risk assessment procedures will be followed.

### After the visit

Visitors will need to inform Reception staff they are leaving. Any concerns relating to the visit should be reported to Reception staff before leaving the building.

Visitors must inform the school if they develop symptoms or are confirmed to have the virus, within 14 days of the visit.

The school reserves the right to cancel any agreed visits, without notice, if it is considered the visit would put our pupils or staff at risk.

### Private therapy provision

At this time, the school cannot safely accommodate private therapy during school hours. Unless specified in EHCP plans, private therapies will need to take place off school site and outside of school hours.

### Private Care Support Workers (1-1)

Private care support workers can continue to access school, if this provision and access is detailed in the EHCP plan and agreed by school. Private support workers must adhere to school R.A and Government guidance when supporting in school.