



SUSIE EARNSHAW

School of Academics & Performing Arts

Last updated: July 2021	Next review: July 2022
Ratified by: Julia Hammond (headteacher)	Date: 2021

VISITORS CORONAVIRUS POLICY

Aims

To ensure the safety of pupils, staff and other adults and young people on the premises.
All visitors to school are required to present to the School Office.

For Professionals who need to make a visit to observe children then an appointment should be made in advance with the school. Please contact Megan McNamara via email on megan.mcnamara@susiearnshaw.co.uk to book the appointment or via the school phone number. 0208 441 5010.

The School will take responsibility for requesting formal identification and purpose of visit.

Visitors will then be asked to.

1. Only book an appointment if they are well and have not been in contact with anyone who has Covid 19 or has had Covid 19 in the last 14 days.
2. Wear a face mask when entering the school building.
3. Sanitise hands with the alcohol sanitiser provided as they come into the reception area
4. Provide a mobile phone number so that track and trace can be undertaken if needed.
5. Sign in with the person on the front desk. Make sure you have sufficient ID.
6. Take their allocated visitor lanyard/badge.
7. We ask all visitors to hand sanitise all teaching equipment/ workstations as they enter and exit the classroom, and as they enter and exit the School building.
8. **If a fire alarm sounds, please exit the building by the nearest exit and move to the meeting point, (red gates) in the car park (rear of the building)**

Please note

The whole school (staff and pupils) are considered one cohort/bubble as our numbers are small. Therefore, social distancing is not mandatory but is strongly advised where possible.

Staff are asked to;

1. Limit the visitors to school and use alternative methods of communication where possible such as Zoom.
2. Ensure the space is suitable for the number of delegates within the room.
3. Make sure there is appropriate hand sanitiser equipment and disposal facilities for wipes and hand towels.
4. Ensure the room is well ventilated.
5. Clean down the surfaces using a disinfectant cloth and dispose of correctly after each meeting.
6. Avoid organising events where more than one household would congregate with another.

The school will take responsibility for the visitors when they are on duty. The headteacher will designate a member of staff to act as admitting adult at times when school office staff are unavailable. At no time will pupils be given responsibility for admitting visitors.

On the occasion of the unexpected visitor, the first point of contact should be with the headteacher or senior member of staff who will involve other staff and pupils as appropriate.

Staff are reminded to ensure that visitors and callers to the school feel that personal relationships and day to day interactions are characterised by caring, courtesy and respect.

All visitors must be made aware of emergency procedures by the member of staff supervising their visit, details of which can be found on the website.