Building on the Past, Learning for the Present, Preparing for the Future

Richmount Primary School

Visitors To School Policy

COVID-19: GUIDANCE FOR VISITORS

Staying COVID-19 Secure in 2020

At Richmount Primary School, our core obligation is to ensure, so far as is reasonably practicable, the health, safety and welfare of employees and the safety of non-employees.

We hold the prime responsibility for ensuring the safety of our students, first and foremost, but also, and as importantly, of staff and volunteers, parents and guardians, guests and visitors, contractors and delivery services.

We are therefore implementing the following regulations to help ensure that we maintain a COVID-secure environment for all:

- All visitors should contact the school and arrange a suitable time when they can be admitted.

- If you or anyone in your household is displaying symptoms of COVID-19 or is currently residing in a locally 'locked down' area then you must not visit the School.

- Tours will only take place when pupils are in lessons in order to manage the risk of transmission and minimise cross-contamination.

- All visitors must sign in on arrival and give their email address and phone number to enable visitors to be tracked and traced should the need arise.

- All visitors must follow the social distancing signage and routes throughout the building.

- All visitors must follow current guidance relating to social distancing. Visitors may not enter classrooms or common rooms which are used exclusively by separate class 'bubbles'.

- Visitors must wear a face covering whilst on site, and wash their hands on arrival. Hygiene and handwashing precautions should be followed at all times.

- Where possible contractors and servicing personnel should only enter the school building in the afternoon once pupils have vacated the premises.

The visitor protocol is subject to constant review