**Visitor Protocol for Powerstock Primary School September 2021**

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Description automatically generated with low confidence

*Learning together to be the best that we can*

**All visits must be pre booked with a member of school staff and contact details including a telephone number. They should not arrive more than 5 minutes early for your appt.**

**Nobody should come in to our school if they or any immediate family are feeling unwell and are showing any of the COVID symptoms**

* a **new, continuous cough**,
* a **high temperature** or
* a **loss or change to their sense of smell or** **taste**.

**When visitors come into our school they should follow these instructions to keep both themselves and the children safe:**

* Use hand sanitiser provided in the front area.
* Sign in at the office and use a VISITOR lanyard or sticker.
* Limit the number of personal belongings to a minimum.
* Bring no accompanying students or visitors unless previously agreed with the school and/or child’s parents.
* When using the toilet please ensure that you leave the facilities as you would expect to find them using the anti-bacterial spray and wash hands thoroughly.
* If seeing a series of children, ensure that there is time to clean the desks/chairs between children.
* Please maintain (if possible) a 2m distance between you and the child you are working with and ensure effective ventilation is in place. Windows and doors should be open bearing comfort in mind during colder months (awareness of confidentiality during all interviews/visits).
* A member of school staff will collect the child that you are visiting or if you have to collect a child from their class, please follow the one-way system of the school and stand in the doorway of the classroom. The child will be sent out to you in the Apple Room by the class teacher/TA.
* Any necessary classroom observations will be conducted following social distance guidelines or from the classroom doorway.

Upon leaving the school, please let a member of the office staff so that they can sign you out. Sanitise your hands.