



COVID 19 – VISITORS POLICY

Procedure for visitors to follow on arrival at the school:

All visitors are strongly advised to make an appointment through the school office before arriving at the school.

All Visitors should check in at reception and show ID if available – only pre-arranged appointments can be signed in.

Visitor will be asked to complete a contact tracing form and return it to the office.

Visitor to be shown to meeting room if available or asked to sit in reception until appointee arrives. Office staff to inform relevant person that their appointment has arrived.

All visitors should report back to reception to sign out.

Time of entry/exit will be logged for all visitors.

Contact tracing form to be filed by office staff.

Parents have been advised not to call to the school to leave in materials, books, lunches etc for their son and staff will not be accepting any such items. Those who do call to the office, will be reminded of the protocols in place in this regard and requested to adhere to them going forward.

All visitors should have a mask/face covering on when entering the building.

Any staff member who has arranged to meet with a visitor should inform the office staff in advance of the name of the person expected and their arrival time, (preferably by email).

Signed _____

Mr Tony Bellew
Chairperson BOM

Mr Martin Locke
Principal

Date: 24th September 2020