



## Hindhayes Infant School

### Visitor Policy – Covid19

June 2020

At Hindhayes, we believe success is based on the partnerships between pupils, staff and the parent community. We endeavour to enrich and develop each child to be a successful individual that will become an active community citizen of the future.

Approved on: \_\_\_\_\_

Signed: \_\_\_\_\_

Role: \_\_\_\_\_

#### Context

During this unprecedented situation of a worldwide pandemic, many aspects of usual life have changed. In order to safeguard our pupils, staff and community we have made some adjustments to our school which are in the best interests of all aforementioned parties. A full risk assessment has been carried out and the measures in place are reflected within this document. This policy will be reviewed regularly to ensure these remains the case.

#### Communication

During this time, we would ask that all visitors contact the school office in advance via phone or email to make an appointment, unless there is an emergency. School staff may request that a telephone or zoom meeting is held, rather than having an unnecessary visit to the school. Please contact the school on:

- 01458 442978
- [hindhayes@educ.somerset.gov.uk](mailto:hindhayes@educ.somerset.gov.uk)
- Individual class emails to talk with class teachers
- Cherry – Mrs Keene : [Cherry.329@educ.soemrset.gov.uk](mailto:Cherry.329@educ.soemrset.gov.uk)
- Oak – Miss Seaward : [Oak.329@educ.somerset.gov.uk](mailto:Oak.329@educ.somerset.gov.uk)
- Beech – Mrs Drew : [Beech.329@educ.somerset.gov.uk](mailto:Beech.329@educ.somerset.gov.uk)
- Chestnut – Mrs Simmonds : [Chestnut.329@educ.somerset.gov.uk](mailto:Chestnut.329@educ.somerset.gov.uk)
- Sycamore – Mr Matthews : [Sycamore.329@educ.somerset.gov.uk](mailto:Sycamore.329@educ.somerset.gov.uk)
- Hazel – Mrs Jones/Mrs Jefferies : [Hazel.329@educ.somerset.gov.uk](mailto:Hazel.329@educ.somerset.gov.uk)
- Hawthorne – Miss James : [Hawthorne.329@educ.somerset.gov.uk](mailto:Hawthorne.329@educ.somerset.gov.uk)
- Orchard – Mrs Plummer : [Orchard.329@educ.somerset.gov.uk](mailto:Orchard.329@educ.somerset.gov.uk)

Emails to the school office will be answered through the school day and in some cases outside of school time. A member of office staff will be available to answer any phone calls between 8.00 am and 4.00 pm every day. Emails to class teachers may have a longer response time due to their teaching commitment.

#### COVID-19 Visitor Policy:

##### Please do not attempt to visit the school if:

- You have a high temperature, new continuous cough or change to sense of taste or smell.
- You have had direct contact with anyone who has such symptoms within the past 14 days
- If you fulfil either of these criteria, you must be symptom-free for at least 7 days before visiting the school (or before returning to school in the case of pupils and staff).

We ask that any visitors to the school site be they parents, contractors or visiting staff, read the following:

##### Please follow these visitor rules during this time:

- Do not enter the school site or building unless invited to do so by a member of staff.
- Ensure that you wash hands/perform hand hygiene using hand sanitiser immediately on entering the site – you will be directed to this by a member of staff.
- Do not enter any pod.
- Use the 'Catch it, Bin it, Kill it' method for sneezes.
- Ensure that you cough in to a tissue or your elbow/sleeve.
- Dispose of all tissues in a lidded bin.
- Wash hands/perform hand hygiene using hand sanitiser before moving between areas of the school building.

#### Safeguarding and Code of Conduct

Policies and procedures for ensuring the safety, wellbeing and safeguarding of staff and children that relate to visitors on the school site remain unchanged.

