



St Mary and St Pancras CE School COVID -19 Visitor Protocol

Our priority is the safety and welfare of our pupils, their families and our staff. In line with guidance from Public Health England, we require all visitors at STMP to strictly adhere to the following guidance.

Please note:

- Only essential visitors with a pre-arranged appointment will be allowed on site.
- We do not encourage the use of masks or face coverings when working with children. When meeting with adults in an office and if a 2m distance cannot be maintained, then please wear a mask.
- **Do not attend an appointment if you or anyone that you live with has any of the following symptoms:**
 - a high temperature
 - new, continuous cough
 - loss of, or change to, your sense of smell or taste

Please contact the school and rearrange your appointment for after the 14- day isolation period.

When you arrive on site:

- You will be welcomed by our office staff (Ms Crean / Mrs Daly) who will ask you again if you have any symptoms of Covid-19. If you do, you will be politely asked to leave, and book an appointment for another time after the 14-day isolation period.
- All visitors will be asked to use the hand sanitiser available at the reception desk.
- The office staff will ask for your name, proof of ID, DBS (where appropriate) and who you are in school to visit. All visitors will then sign in on the Inventory system and wear their printed ID badge at all times whilst on the premises. All visitors will also be asked to complete the Track and Trace daily log, noting their contact number.

During your visit:

- The school is currently operating a 'no handshake' policy for all members of its community.
- Visitors are to remain 2m apart from all other staff and pupils in the building, when moving around the site and, if taking a seat during your visit, you should be positioned 2m apart from those in the same room. Please wear a mask if this is not possible.
- If you wish to use the toilet facilities whilst on site, a member of staff will direct to where you need to go.
- Please ensure you wash or sanitise your hands regularly.

Group Work / Intervention / Mentoring / Breakfast Club):

- All children and staff must use hand sanitiser before entering a room and leaving. It is the job of the adult running the intervention to ensure this happens.
- Pupils should still be reminded to wash their hands every hour.
- Staff to use anti-bacterial spray to clean the frequently used parts of the room e.g. tables and chairs. This is so it is clean for the next group to use.
- Please remember that outside professionals should not enter the room of any class and should remain at the door to collect and drop off children unless otherwise directed. If entering a class, for example, to observe a child-you will be designated a place to stand / sit in the classroom.
- All spaces will be well- ventilated using natural ventilation.
- 2m distancing should be applied between adult and children at all times and in between children if from different 'bubbles.' Please ensure any tables and chairs are set up ready for your intervention before bringing any children to the room.
- If you foresee a problem with the size of a room and number of children in the intervention, please contact the AHT / SENDCo.

Child with suspected COVID case whilst in your care

In the event that you see a child who you suspect may have COVID -19 then please take the following steps.

- Alert a member of staff, who will alert the SLT, who will then follow procedures for a suspected COVID case.
- Sit the child outside the room and away from other children and adults and remain 2m apart, until a member of school staff arrives.

Track and Trace – suspected COVID case in school after you leave

If a child or adult who you have been in contact with within 48 hours has a suspected COVID case then we will inform you by telephone. The advice at this stage is not to self-isolate.

Track and Trace – confirmed COVID case in school after you leave

If a child or adult who you have been in contact with has a confirmed COVID case, we will notify you by telephone and advise you of the guidance as given to school by the DfE / Public Health England.

If you develop symptoms of Covid-19, please notify us immediately, stating the date and time of the onset of your symptoms and the outcome of any subsequent test.

End of your visit:

Please inform the office staff when you are leaving the premises and sign out on Inventory.

If you have any questions, please contact the member of staff you were due to visit. Thank you for supporting us in keeping our school community safe.