

DENBIGH HIGH SCHOOL



Visitors Policy Covid-19

Version No	Date Created	Created By	Amendment
001	03.09.2020	Laura Poole	New policy

Workload Impact Assessed By	Date Assessed	Teacher Workload Impact	Line Manager Workload Impact
N/A	N/A	N/A	N/A

High Impact – Policy Implemented by teachers on a daily/weekly basis
Medium Impact – Policy Implemented by teachers on a monthly/termly basis
Low Impact – Policy Implemented by teachers on an annual basis
N/A – Policy is not implemented by teachers

Approved By (Name)	Approved By (Signed)	Date Approved	Date Implemented	Review Date
Kate Sutherland, Chair of Governors		16 th October 2020	19 th October 2020	September 2021



Denbigh High School

Visitor Policy – During Covid-19

In response to the global coronavirus outbreak, Denbigh High School has implemented a strict visitor policy to safeguard the health and wellbeing of the whole school community. Our policy has been developed in accordance with the advice and guidance given by Public Health Wales (PHW) and Welsh Government (WG). This policy is applicable to anyone, coming onto the school site, who is not a member of staff or a current pupil

This policy will stay in place during the Covid-19 restriction period and will stay in force until further notice. This policy will be communicated to all parents / carers and published on our website.

In order to protect the school community, we request anyone who meets the following criteria does not visit the school until they have completed the specified self-isolation period and remained symptom-free. Please do not visit the school if:

- You have a high temperature and / or new continuous cough
- You have a loss or change to your sense of smell or taste
- You have had direct contact with anyone who has such symptoms within the past 7 days
- You have knowingly been in close contact with anyone with a confirmed case of Covid 19 (close contact means living in the same house, contact with their bodily fluids, e.g. being coughed or sneezed on, or being within 2m of the person for more than a few minutes)
- You have knowingly been in contact with someone who has travelled from any of the named countries listed in Public Health Wales advisory information without having undergone the advised action relating to 14 days self-isolation and, if recently symptomatic, they have been screen tested in the UK through NHS111 service and been given a negative result <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public#returning-travellers>

GENERAL

All non-statutory visits / contact is requested to take place through virtual meetings where possible.

Visitors will only be admitted to the school premises with a prior appointment.

Visitors will only be admitted into the school buildings if the correct safety protocols have been adhered to –

- Office staff will check to ensure an appointment has been made or, if it is of an urgent basis, check with a member of the Senior Leadership Team (SLT) that they are permitted to enter the school.
- Visitors will be asked to wait in the foyer (one person/family only in the foyer at any given time).
- Visitors arriving early will be asked to wait outside the school building until their appointment time.
- Visitors **will not be** required to sign in and out of the Visitors Book – office staff will sign them in and out.
- **CONTACT DETAILS WILL BE REQUIRED FOR EVERY VISITOR WHO ENTERS THE SCHOOL BUILDING IN ORDER FOR “TRACK AND TRACE” TO BE EFFECTIVE IN THE CONTROL OF THE VIRUS IF A CASE WERE DETECTED.**
- A disposable Visitors label will be provided on arrival (which will be passed through the hatch in the glass panels) and must be worn at all times.
- Visitors will be required to wear a face covering / mask in communal areas, including corridors, whilst in the school buildings.
- A hand sanitiser dispenser will be available in the main Reception area, and all visitors **MUST** use this before entering the building.
- Frequent handwashing/sanitising is recommended, particularly when moving between different areas in the school.
- All visitors should be advised that social distancing must always be maintained, unless a member of staff agrees that an alternative protocol is appropriate.
- Please do not bring any unnecessary items into the school. You may be asked to leave items at Reception. (plastic bags will be available)
- The use of school toilets and staff room is prohibited without agreed consent from a member of the SLT.
- Refreshments will not be provided. Please bring your own drinks / water bottle with you
- Fire and first aid arrangements will be verbally given / displayed when you sign in at Reception.

PARENTS / CARERS

- Parents may only come into school premises with a prior appointment except for emergencies, and in the case of a child being unwell, or suspected of having Covid-19, requests for alternative times must be requested and agreed in advance.
- If you need to come to the school, where possible, please come alone (do not bring other members of the household)
- Delivery of forgotten items will not be accommodated. Please ensure your child has everything they need before leaving home.
- If you need to communicate with the school office, please do so by email ourschool@denbighhighschool.co.uk or by telephone 01745 812485.

DELIVERIES

- Deliveries will be handled by school staff and should be left outside the door to the foyer.
- Delivery personnel will only be permitted into school premises if appropriate.

- Safe protocol dictates that parcels are to be placed close to school premises and social distancing maintained.
- School staff will not be signing for any deliveries.

PERIPATETIC MUSIC TEACHERS / THERAPISTS / PUPIL SUPPORT

- Visitors coming to site to partake in agreed activities and sessions with pupils will follow the general guidance above.
- A member of the office staff will call for another staff member to come to the reception to meet you.
- You will be taken to the agreed area to undertake the relevant activities with the pupil, following the one-way system in operation throughout the school.
- You must ensure social distancing is maintained and regular handwashing / sanitising is undertaken.
- You should reduce the number of equipment / items brought to the school.
- You are not permitted to access any other areas in the school without prior permission from a member of the SLT.
- You will be required to wear a face covering / mask in communal areas, including corridors, whilst in the school buildings, unless you can provide medical evidence to state otherwise.
- You should provide your own Personal Protective Equipment (if required) including face coverings / masks.
- You may be required to provide the school with your risk assessment prior to coming on site.

CONTRACTORS

- It is expected that anyone whose visit to school falls into this category should not be allowed onto the school site whilst pupils are present. They will only be admitted during the school day if prior consent has been given by a member of the SLT or the Business Manager and only in exceptional circumstances.
- A procedure for entry will be agreed with the Business Manager or Caretaker – who will meet you and take you to your area of work.
- Supervision arrangements and normal safety measures will be agreed prior to your visit to the school.
- You will be required to wear a face covering / mask in communal areas, including corridors, whilst in the school buildings.
- You should provide your own Personal Protective Equipment (if required) including face coverings / masks.
- You may be required to provide the school with your risk assessment prior to coming on site.
- You should take any waste generated with you when you leave the site.
- All paperwork should be emailed across after the visit – staff will not be signing any documents.

Any concerns regarding anyone not adhering to this policy should be notified to the SLT or Business Manager at the earliest opportunity.

Failure to adhere to this policy may result in you being asked to leave the premises.