



## The Pathway Academy Trust

### Visitor Protocol



The protocol below has been developed in the light of the Coronavirus Pandemic. All visitors will be expected to adhere to all of the below points in order to enter the school site. Each visitor will be given a copy of this protocol. Signing in counts as agreement to this document.

- All visitors must have an appointment
  - Visitors should only come to the school if their visit is essential
  - No one should visit the school if they are self-isolating
  - No one should visit the school if they have been in contact with anyone who has had a positive test for Covid19 within the last 14 days
  - No one should visit the school if they have developed a high temperature, continuous cough or lost their sense of smell and/or taste in the last 14 days
  - School will follow PHE South East Health Protection Team guidelines at all times and expects all visitors to do the same
  - All visitors must adhere to the schools COVID-19 protocols and safety measures.
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- All visitors **must** engage with the Test, Track and Trace system, they will be expected to **leave their contact details with the school office** and to follow the contact procedures should they be tested positive within 14 days of their visit to the school. The school will contact the visitor should anyone at school, that the visitor had contact with, test positive within 14 days of their visit
  - All visitors in direct contact with children or other adults will be informed of the school's guidelines before their visit and will be expected to adhere to them.
  - All visitors will have access to the school's COVID-19 risk assessment
  - All visitors will be expected to wash or sanitise their hands on arrival and throughout their visit
  - All visitors will be expected to use antibacterial wipes or sanitising spray to wipe down any surfaces that they touch during their visit
  - All visitors will be expected to stay 2m from all members of school staff and children during their visit
  - All visitors must follow the one-way system
  - No visitor should need to open a door as they are all propped open, if they do they must wipe the handle with an antibacterial wipe
  - Any visitor using the toilet must wipe the seat, handles etc. with antibacterial wipes/antibacterial spray before and after use
  - Visitors should not expect to wear face masks at school, wearing one goes against the current DfE guidance
  - Visitors who are observing children should preferably do so from the corridor, through the window or doorway where possible. However, they may enter the classroom if necessary. If they do so, they must remain at a 2m distance from all adults in the room at all times. They must respect the wishes and needs of the teacher in the room. They should remain at the back of the classroom, in the adult designated space, unless they have been given specific permission to move further into the classroom by the Head Teacher
  - Any visitor who fails to comply with the protocol, or shows Covid symptoms whilst on site, will be asked to leave