

Kineton Green Primary School

Visitor Protocol for Wider Reopening of Schools – Summer 2020

As school opens for more children, we ask that all visitors to our school site adhere to the procedures outlined below to help keep all children, staff and other parents/carers and their families as safe as possible.

The aim is to reduce unnecessary interaction between people on our school site, and therefore limit the risk of cross-contamination between individuals within our school community.

This protocol should be followed alongside the government guidance for schools on implementing protective measure, which can be found [here](#).

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

Visitors

Only visitors with a pre-booked appointment will be allowed on site.

Visitors will be limited to catering staff, cleaners, social workers / health professionals and those carrying out emergency or health and safety related works. Volunteers are not needed in school at this time.

All other visitors will only be permitted with the prior authorisation of the Headteacher or School Business Manager.

Wherever possible, visitors will come on site when children are not present in school.

Arrival on site

All visitors will sign in and this protocol will be shared with them to read and agree to.

Visitors will be asked if they or anyone they live with have any COVID-19 symptoms or have been tested positive for COVID-19 and, if so, will not be allowed on site.

All visitors will wash or sanitise their hands on entry to the building.

Visitors will be reminded of social distancing guidelines before entering the site and will be asked to report to the office immediately if they begin to feel unwell whilst on site.

Social Distancing

All visitors should follow the social distancing guidelines and stay 2 metres apart from other adults and children.

Visitors must use the visitor toilet. This must be cleaned after use.

Visitors leaving site

Visitors will be asked to wash their hands on departure and to sign out.

Cleaning

Any surfaces / doors where visitors have been working will be cleaned once the visitor leaves site.

All buzzers, door bells, door handles, hand sanitiser dispensers and visitor toilet will be cleaned regularly and after each visitor leaves the site.

Deliveries

Contactless deliveries will be accepted and doors/gates will be left open where safe to do so to minimise contact points. Regular cleaning will be carried out on external and internal doors and buzzers/doorbells.

The office/reception area glass is there to create a barrier between office staff and visitors to site.