

- No visitors on site without a prior appointment.
- Prior to any visit to school, potential visitors will first be asked if they can conduct any meetings remotely or by telephone. If this is not possible, an appointment must be made prior to coming to school – any visitor arriving without prior appointment will be asked to leave the site immediately.
- Any visitors with an appointment must certify to the school that they have not had symptoms, nor been in contact with anyone who has had symptoms of Covid-19 within the past 14 days - a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature); a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual); a loss or change to your sense of smell or taste – this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal.
- Upon arrival at school all visitors must press the gate intercom and let the school know that they have arrived. There is hand sanitiser next to the gate for visitors to use.
- When the gates open they must drive or walk onto the property and park outside the Main School building or to an alternate location if directed by staff during busy periods.
- Upon exiting their vehicle (or if walking onto site), visitors must go to the main entrance to the Main School building and press the intercom. A member of staff will come out, ask to see identification of the visitors and arrange for temperatures to be taken using the remote thermometer. They will be given a mask to wear if they do not already have one.
- Visitors will then be brought into reception where they will wash their hands in the visitor bathroom, and asked to wait if the member of staff they are visiting is not in reception already.
- Whilst waiting, details of their vehicle will be recorded and visitor stickers issued which must be stuck in a visible location on their clothing. The visitor details (registration of vehicle, Identity, time of arrival, who they are visiting) noted in the visitor log book. A contact number will also be recorded in case it is required by NHS Track and Trace in the event of a positive Covid-19 test at school.
- Once collected by the member of staff, visitors will exit reception via the West Door and will be accompanied to the location of their visit observing social distancing protocols. Access to areas will be limited both in duration and scope. Visitors are asked not to touch surfaces in the school unless necessary for the purpose of their visit and to 'catch it, bin it, kill it' with any coughs or sneezes.
- Upon completion of the visit, visitors must accompany the member of staff back to reception, entering Main House through the front door as before and let the reception know that they are leaving and place their visitor sticker in the bin. They must then go to their vehicle and depart the site and can remove their face covering at this point if desired. If travelling by bus they must go up the drive and wait on the roadside for the bus.