

St Augustine's Catholic Primary School



Visitor Protocol 2020-21

***“We love and learn together by growing in
friendship with Jesus”***

Linked virtues:

‘Attentive & Discerning’

Autumn 2020

St Augustine's Catholic Primary School will follow a Core set of Principles in order to facilitate a full opening of the school from September 2020. To protect the staff and pupils, the following visitor protocol has been put in place during the Covid-19 pandemic.

Strictly no entry to the site if:

- You are displaying any signs of Covid-19, which include a high temperature, a new persistent cough or a loss of, or change in, your normal sense of taste or smell.
- You have travelled from or transited through any of the countries or areas that are currently on 'lockdown' in the past 14 days (quarantine is required).
- Anyone in your household is required to self-isolate in accordance with Government guidelines.

Where possible, we will arrange for virtual meetings to take place. In the event that this is not possible, visitors must adhere to the guidelines below:

- Appointments must be made to enter the school, via the office, Site Manager or members of Senior Leadership team.
- Hands are to be sanitised on arrival.
- Sign in to the visitor book or specific sign in book linked to type of work you will be carrying out.
- Provide office staff with contact details to support Test & Trace process (details will only be kept for 21 days in the case of an outbreak of Covid-19).
- School is currently operating a 'no handshake' policy for all members of its community.
- Face masks/coverings are not a requirement when on site.
- Maintain a 2m distance from staff and children as much as possible within the classroom and around the school.
- Ask for guidance or instructions from staff, if you are unsure.
- To move around the school, the only one-way system internally is leading into Key Stage 2 – you will walk down the ramp and walk back up the stairs.
- If a lesson or lunch is taking place in the hall, please use the KS1 area to enter into KS2.
- If you are visiting a class, you will need to sanitise before entering the classroom to speak to the children.
- If you are working with an individual child or a small group of children, they must sanitise before entering the room and the area in which you worked in must be wiped down when you have finished.

Examples of visitors to school include:

- Parish Priest/Clergy/Diocesan Advisor
- Governors
- LA School Advisors
- SMBC staff
- External providers (Orchids, Stardust, Aspire, Solihull Music Services etc.)
- School nursing/Immunisation team
- EAL team
- SISS team (Autism, SEMH, Early Years etc.)
- Educational Psychologists
- Contractors
- Cleaners
- Parents/Guardians (special circumstances)