**Essential Visitor Protocol – Pre-agreed appointments only**

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| **Pre arrival** | * Visitors must contact a DSL regarding any potential visit to school
* The DSL team will then assess whether it is an essential visit that can only be done face to face
* Our Whole School Risk assessment states NO visitors but the exception may be made if it is for essential work for a Child Protection or Child in Need case
* The visitor and DSL must agree a time and date for the visit
* The DSL will ensure this protocol is sent with a read receipt via email
* The visitor will receive a copy of this protocol before final agreement of time/date has been made so we are able to check visitors understand and agree to its detail
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| **Arrival** | * Visitors to arrive at agreed time (please contact the office if you are unable to do this)
* **Where possible meetings should take place first thing**
* **Visitors are requested to not conduct other visits to other settings or homes before coming into our school**
* The child’s parent/carer must be notified of the visit by the visitor
* If you are feeling unwell please cancel your visit
* Report directly to the office – they will sign you in.
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| **Hand hygiene** | * Please use the hand sanitiser provided on entry to school
* Minimise any touching of school property
* Please use hand sanitiser when leaving the building
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| **Meeting**  | * You will be allocated a room to hold the meeting which will enable social distancing to be implemented between you and the child
* The child will be brought to you and will sit closest to the door
* Keep your distance from the child you are visiting
* Ensure the windows and doors are kept open in the room you are using
* Please do not bring gifts etc into school for any children
* Please request prior to your visit if any paper/pens will be required by the child
* Whole School Risk Assessment states any face to face meetings should last no longer than 15 minutes – if you think your meeting will be longer, please inform the DSL when arranging the meeting
* Where appropriate a DSL will accompany the child in the meeting
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| **Toilets** | * If possible please avoid having to use the school toilet facilities
* If you must use our facilities, please inform the school office
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| **Adult/Child with Symptoms** | * Any child/adult who exhibits symptoms of Covid 19 should be isolated and sent home immediately
* If you start to feel unwell whilst you are at school please let a member of staff know
* If you develop symptoms up to 14 days after being in our school please call school to inform us so we are able to act in line with risk assessments and track and trace
* If you have symptoms of Covid19 you must self-isolate for 7 days
* You are encouraged to be tested if you have symptoms
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| **Leaving school** | * Please allow the child to leave the room before you so they can return to their group
* **Please go straight to the office once you have finished the meeting and they will sign you out of school**
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