



REQUIREMENTS OF VISITORS

In order to maintain the health and safety of students, staff and visitors, all visitors to the school MUST:

- booked their visit in advance - visitors turning up without an appointment will not be allowed onsite (the only exception is delivery drivers who will not be allowed past reception)
- bring photo ID every time they visit the school (the only exception is parents of our students)
- bring their DBS certificate with them on their first visit **IF** they are going to have unsupervised access to students
- report to reception on arrival
- sanitise their hands on arrival
- show their photo ID to the receptionist and sign in using the Inventory System – this will include making a declaration that they do not have any of the symptoms of Coronavirus and providing contact details - the school will retain this data for 21 days
- NOT come to school if they are experiencing/ have experienced any symptoms of Coronavirus in the last 7 days.
- wear their visitor lanyard and pass at all times whilst on the school site
- maintain 2m distance from all staff and students at all times
- wear a face mask in all indoor communal areas (eg corridors)
- wipe down the area and equipment they have been using (desk, chair, physio bed etc) prior to leaving AND between students
- bring their own equipment and refreshments with them and MUST NOT share their equipment with students or staff
- NOT walk around the school site unattended unless they are a 'regular professional visitors' and have a green visitor lanyard
- Sign out at reception before leaving the school site
- Inform the school immediately if they test positive to Coronavirus within 7 days of being in the school by emailing the Business Manager (hdell@swr.school)