

COVID19 VISITOR POLICY

The Orchard's Specialist School is asking for the support and understanding of our visitors in helping us minimise the risk of COVID-19.

Following the advice from Public Health England and Trafford Council, we are limiting access to the school site to essential visitors only:

- school staff
- pupils (arranged with school prior to their arrival)
- parent/carers accompanying their child(ren) – limited to one person
- parent/carers (prearranged) where this is a safeguarding need
- approved contractors (out of school hours)
- staff from social care, police and other agencies where there is a safeguarding requirement
- other agencies where safeguarding requires that face to face meetings are carried out. This can only take place in the socially distanced meeting room and MUST be preapproved.

Therapists are currently delivering interventions via zoom calls.

We ask that parents/carers and local authority transport who are dropping or picking up their child(ren), support our efforts to minimise the risk of contact between our families and staff:

- strict staggered start/ finish times
- 2m social distancing markers
- not enter the school building or congregate in groups
- comply with the one parent/carer rule per child(ren).

All visitors entering the building must:

- have an agreed appointment with the school office
- wash their hands with soap and water for at least 20 seconds / or sanitiser
- cover their mouths and nose with a tissue or sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin straight away and wash their hands afterwards
- not enter restricted areas of school and follow instructions from the main office
- always maintain a 2-metre distance from others
- refrain from handshakes and hugs.

We ask our school community to not enter the school site if they:

- have a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste.
- are awaiting the results of a Covid19 test
- have knowingly been in close contact with anyone with a confirmed case of Coronavirus (close contact means living in the same house, contact with their bodily fluids, e.g. being coughed or sneezed on, or being within 1m of the person for 1 minute)
- have knowingly been in contact with someone who has travelled from any of the named countries listed in Public Health England advisory information without having undergone the advised action relating to 14 days self-isolation and, if recently symptomatic, they have been screen tested in the UK through NHS119 service and been given a negative result

<https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public#returning-travellers>



Visitors may only enter the school building by appointment only, by contacting the school office on 0161 748 0670 or by email admin@theorchards.trafford.sch.uk

We apologise for not being able to give you our usual warm welcome, but we must take the current situation very seriously and look after the welfare of our pupils and staff.

This policy has been shared with staff, governors, parents/carers, contractors and displayed on our school website.

July 2020