



## **Pleasant Street Primary School External Visitors Policy – Covid-19**

**National Guidance states that Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Schools should consider how to manage other visitors to the site, such as contractors, and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. A record should be kept of all visitors.**

**If visitors do come on site, they should follow your school Covid-19 risk assessment. If the visit is going to take place outside of the scope of your risk assessment, then an additional risk assessment should be conducted.**

**All visitors on a school site should register and schools should ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. A record should be kept of all visitors because if necessary these records will be used to identify potential contacts.**

**Details needed to be collected customers and visitors include:**

- **the name of the customer or visitor**
- **a contact phone number and/ or email address for each visitor**
- **date of visit**
- **arrival time**
- **departure time**

**Details need to be kept for 21 days in line with the schools GDPR policy.**

**Visitors should be informed that their name and contact details may be passed to NHS Test & Trace by the establishment if requested.**

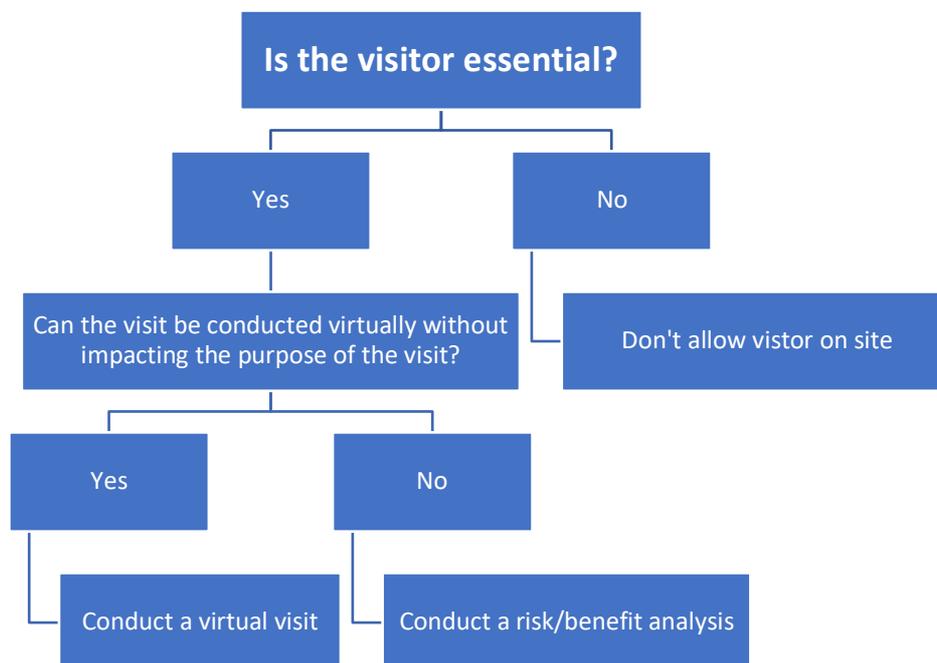


## External Visitors Policy – Covid-19

National Guidance states that schools should limit the external visitors to the school during school hours.

Parents should come into school buildings only when strictly necessary, by appointment, and ideally only one at a time (unless for example, an interpreter or other support is required). Any such meetings should take place at a safe distance, and so the use of small offices may not be suitable, for example.

In order to ensure that the welfare of children's needs is met, schools need to determine which services are needed on site and which can be done virtually. A risk-benefit analysis should take into consideration both the risk of additional visitors on the school site against the potential impact on a child's welfare, health and wellbeing if the visit doesn't take place. The flow chart below indicates at what stage the risk-benefit analysis should take place. For the visitor to come on site the conclusion of the risk-benefit analysis should be that the benefit of the visitor coming on site far exceeds that of the visitor not coming on site.



If visitors do come on site, they should follow your school Covid-19 risk assessment. If the visit is going to take place outside of the scope of your risk assessment, then an additional risk assessment should be conducted.