

Visitor Protocol for Harrow Way Community School



All visits must be pre booked with a member of school staff and contact details given including a telephone number. Please do not arrive more than 5 minutes early for your appointment.

All visits will be booked from 9.15am, once all students have arrived in school and moved to P1.

Please do not come in to our school if you or any of your immediate family are feeling unwell and are showing any of the COVID symptoms

- a new, continuous cough,
- a high temperature or
- a loss or change to their sense of smell or taste.

When you come into our school please follow these instructions to keep both you and our children safe:

- Use hand sanitiser provided in the Reception area.
- Wear a mask when requested.
- Sign in with the Reception staff and complete the visitor form. You will be given a VISITOR sticker not a lanyard.
- Limit the number of personal belongings you bring with you to a minimum.
- Bring no accompanying students or visitors unless previously agreed with the school and/or child's parents.
- You must maintain social distancing whilst in the waiting area.
- When using the toilet please ensure that you leave the facilities as you would expect to find them using the anti-bacterial wipes and wash your hand thoroughly.
- If you are seeing a series of students on your visit, please ensure that there is time to clean the desks/chairs between children.
- Please maintain (if possible) a 1m distance between you and the child you are working with.
- A member of school staff will collect the student that you are visiting.
- Please ensure adequate ventilation in the room when you are working with children. Windows and doors should be open as much as possible whilst still maintaining confidentiality.

Upon leaving the school, please let a member of the Reception staff know so that they can sign you out. Please sanitise your hands. You must let us know if you are contacted by NHS Track and Trace or if you develop symptoms of COVID19 or test positive in the next 10 days.