



In the event that it is deemed necessary for a professional to visit a pupil/student at school the following guidance will apply:

- The visit will be agreed by either the Headteacher or the Assistant Headteacher – Inclusion.
- Parental permission will be sought and the organising member of staff will provide reception with the details of the visitor and who will be responsible for them.
- Ahead of the meeting an appropriate room must be allocated which will allow for social distancing and which will keep the visitor's movement within the school to a minimum.
- The pupil/student will be spoken to ahead of the meeting and reminded of social distancing guidelines.
- On arrival the visitor's temperature will be checked by the receptionist:
 - If it is 38° or above the visitor will be asked to leave and any surfaces touched will be sanitised.
 - If it is below 38° the visitor will be asked to sanitise their hands and then to sign in using Inventry.
- When signing in the following notice will appear on the Inventry screen:

I confirm that I am not suffering any of the known COVID-19 symptoms and am in good health. If I should test positive in the 14 days following my visit to school, I agree to inform the school immediately
- By proceeding to sign in, the visitor agrees with this statement.
- Visitor lanyards and badges will not be used. A sticky label may be used instead.
- The visitor will be asked to stand and wait in the reception area maintaining a distance of at least 2m from any other person.
- The visitor will be shown/directed to the designated meeting room and asked to maintain a distance of at least 2m at all times, keeping the touching of surfaces to a minimum.
- A visitor may choose to wear a mask/face shield /PPE in school but this is not mandatory. In this event the visitor will need to provide this equipment and its safe use and disposal will be the responsibility of the visitor.
- On departure the visitor will sign out using Inventry and leave directly.
- The room used will be closed until it has been cleaned by the daytime cleaning staff