

# PROCEDURES FOR VISITORS DURING COVID 19 PANDEMIC

## @ WALTER INFANT SCHOOL AND NURSERY

We will continue to have our procedures for a 'Rainbow of Safety'; however, during the pandemic we will not be accommodating any volunteers.

Red Visitor	Workman/Contractor: NO contact with children
Yellow Visitor	Expected or Parent Visitor: No 1:1 contact with children usually accompanied by staff
Green Visitor	DBS/LA professional: 1:1 contact with children
Blue Volunteer	DBS checked: 1:1 contact with children
Purple Governor	Access all areas where expected

Procedures for visitors on site are included in our Risk Assessment which is published on our website. All staff have signed a copy of the Risk Assessment and are familiar with changes. Parents can view the RA on the website.

### COVID 19 RISK ASSESSMENT

**Risk 1:** General transmission may occur through close contact between colleagues, pupils and visitors.

**Measure 1:** Staff, parents and visitors informed of the measures in place to reduce transmission (social distancing, hand washing, catch it, bin it, kill it etc as outlined in detail below)

**Measure 2:** Visitors on site limited and access to building controlled

**Measure 3:** Staggered start and finish times

**Measure 4:** Arrange times that visitors, deliveries, contractors and suppliers are on site to minimise numbers on site at any one time.

#### Dynamic Risk Assessment:

- Review access points for visitors and choose the most suitable to avoid the least contact and time on site

### VISITORS ON SITE

- All correspondence will be via telephone or email.
- Parents will only be allowed in reception to fill in paperwork for medication if they are unable to do so on line.
- Contractors will come into school when there on no children on site.
- Delivery drivers can only deliver when the children are in side
- Visitors will sign in as usual, the covers of the books will be cleaned each day
- We will only have Soccer in Schools, I-Rock, Energy Kidz and Canine Assisted Learning maintained
- No volunteers of any sort in school
- Visitors to work with children will be permitted to use the Thrive Room only as it is large, bright and well ventilated.
- All visitors must have an appointment