



## **Covid-19 Visitor Guidance - Keeping Our Community Safe**

Covid-19 restrictions mean that only essential visitors are permitted and strictly by appointment only. Limiting the spread of infection is everyone's responsibility. If you are due to visit with an appointment, please:

- Stay away if you have symptoms, have tested positive for Covid-19, or have been in close contact with a confirmed case, in line with Government guidance
- Sign in on arrival, leaving your full details for NHS Test and Trace with Reception. We will keep your information for 21 days. See attached notice.
- Wash and/or sanitise your hands when you arrive and as necessary during your visit, between rooms and buildings
- Wear a face covering in corridors and circulation spaces
- Maintain a 2m safe distance from other people at all times
- Use only the designated Visitor toilet, located next to the Dining Hall
- Respect and support all the safety measures that we have put in place

We have comprehensive processes in place to keep our community safe. Further details are available on request, but key points include:

- We have a clear protocol and provision in the event of a member of staff or student presenting with COVID-19 symptoms at school. This includes a clearly defined safe area for isolation until an individual can safely travel home.
- We have enhanced handwashing facilities, including external sinks, hand gel dispensers at all external entry points, throughout corridors and in classrooms.
- Staff and students are strongly encouraged to wear face coverings in corridors and circulation spaces. Visitors must wear face coverings in circulation areas.
- We have put in place a comprehensive communications plan, delivered through frequent communication with our school community, posters across the site and verbal reminders from staff, to ensure good hand and respiratory hygiene.
- We have enhanced cleaning provision. All our cleaning personnel have received specific training on cleaning for Covid-19, delivered by our cleaning contractor.
- Our students have been grouped in "bubbles", to help minimise any unnecessary contact and enable us to track any close contacts quickly.
- We practise social distancing wherever possible. Staff keep 2m away from students. Covid class rules, verbal reminders and posters reiterate the messaging, classrooms have been laid out to minimise face to face contact.
- We have a one way system and staggered class change-over times to minimise mixing. Physical reminders – signage, barriers and line markings are in place.
- We have designated staggered year group entry and exit gates and times to avoid mixing at the beginning and end of each day.
- We have strict controls in place to ensure parents/carers do not come into school unless it is essential, and by appointment only.
- All staff have completed Covid-19 safety training and frequently remind students in class about staying safe through delivery of Covid class rules.



## **Notice of Data Collection and Sharing**

As a visitor, we require your immediate contact details, in the event that anyone at the school tests positive for Coronavirus within the next 21 days.

In this instance we may be asked for the information you have provided to us by Government or health agencies such as NHS Test and Trace for the purposes of locating and advising those who may be at risk or be may be required to self-isolate.

We would be sharing this information for such purposes under the legitimate interest basis, and we would therefore not require your consent.

Further information about how we manage personal data can be found on our website:

[\*Privacy Notice Third parties suppliers visitors.pdf\*](#)