

Monkton C. E. Primary School



COVID – 19 School Visitor Guidance

Monkton Church of England School is committed to ensuring the safety of our pupils and staff during this pandemic. We are happy to support professionals that require face to face contact with pupils attending our school during this time. In order to ensure the safety of all parties during such a session we ask that you follow the below guidance:

- **All Visitors** Prior to entering the school building we ask you to use the hand sanitiser located by the main entrance keypad.
 - Before signing in you will have your temperature taken. If it is outside of the normal range, admission will be refused.
 - All visitors will be required to wear a facemask when moving around the building.
- **Visitors to the school site for meetings**, to carry out works, lead worship etc
 - We ask that if you are sitting at a table you do so with at least a 2-metre distance between you i.e. sitting at opposite ends or diagonally rather than across and face to face from the person you are visiting where ever possible.
 - You may remove your facemask once seated if you so wish.
- **Visiting Pupils:** Prior to booking an appointment to see a pupil in school, please gain specific consent from parents for this to take place. The exception to this would be that to do so would place the child at risk or harm.
 - Prior to any interaction with our pupils you use the hand sanitiser or washing facilities provided to thoroughly wash your hands. If you have been provided with PPE we ask that you use this.
 - Once you have been signed in you will be directed an area/room to carry out your meeting.
 - A member of staff will bring the child to meet with you. We ask that if you are sitting at a table you do so with at least a 2-metre distance between you i.e. sitting at opposite ends or diagonally rather than across and face to face from the person you are visiting where ever possible.
 - You may remove your facemask once seated if you so wish.
 - Once you have finished your session please notify the Business Manager, or member of staff from the child's classroom and they will direct the pupil to wash their hands before returning to class.
 - Your meeting room will then be disinfected after you have both left to reduce the spread of infection.

CORONAVIRUS
PROTECT
YOURSELF & OTHERS
Thank you