**COVID-19: GUIDANCE FOR VISITORS**

**Staying COVID-19 Secure in 2020**

Our core obligation is to ensure, so far as is reasonably practicable, the health, safety and welfare of employees and the safety of non-employees.

We hold the prime responsibility for ensuring the safety of our students, first and foremost, but also, and as importantly, of staff and volunteers, parents and guardians, guests and visitors, contractors and delivery services.

We are therefore implementing the following regulations to help ensure that we maintain a COVID-secure environment for all:

* If you or anyone in your household is displaying symptoms of COVID-19 or is currently residing in a locally ‘locked down’ area then you must not visit the School.
* Tours will not be taking place during the Autumn Term however information and a virtual tour will be posted on the school website.
* All visitors must sign in on arrival and give their email address and phone number to enable visitors to be tracked and traced should the need arise.
* All visitors must also sign a disclaimer stating that they haven’t visited any countries not included on the [travel corridor](https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors) list within the last 14 days and that they are not displaying symptoms of COVID-19.
* All visitors must follow current guidance relating to social distancing. Visitors may not enter classrooms or common rooms which are used exclusively by separate year group ‘bubbles’.
* Meetings may be facilitated within classrooms after the pupils have left the site by appointment only and for an ‘exceptional’ reason. The space will be cleaned thoroughly before and after the meeting.
* Visitors must wear a face covering whilst at the school office and for the remainder of their visit if they are not able to remain 2 metres distant from school staff or children. Visitors must wash their hands on arrival. Hygiene and handwashing precautions should be followed at all times.