



COVID-19 Visitor Policy

September 2020

During these unprecedented times White Hall Academy asks for your understanding and full cooperation in trying to minimise the spread of Covid -19. One strategy for this is to limit the number of visitors on our school site throughout the school day. This policy outlines the measures White Hall Academy will be taking to protect children, staff and visitors.

Start and Finish of the school day.

The school will be operating the following staggered start and finish times to reduce the number of people on the school site.

Pupils with a surname	Start of School Day	Finish to School Day
A-F	8.30am	2.50pm
G-M	8.40am	3.00pm
N-Z	8.50am	3.10pm

- If you have children with different surnames, please bring them to school at the latest time slot to help avoid congestion.
- Parents/carers must arrive at school as close to your start and finish times as possible. Please do not get to school 10 minutes before your slot.
- Observe social distancing by spacing out along the pavements and alleyways.
- Whenever possible only one adult should escort your child/children to their classroom(s) following the correct route.
- Please exit the school site as soon as you have dropped off or collected your child via the Red Gate.
- Avoid congesting the immediate area around the school site.
- If you need to have a discussion with the teacher, LSA or any other member of staff please contact the school office to request a phone call or appointment. Conversations at the classroom door will not be possible at the start and end of the school day.
- Parents who have been given a permit to park in the school car park will be only be allowed in from 9.00-9.15am in order to avoid congestion at the entrance to the school.

Visitors to the school

- Please ensure you have made an appointment with the staff member you wish to see.
- Parents should come into school buildings only when strictly necessary, by appointment, and ideally only one (unless for example, an interpreter or other support is required). Any such meetings should take place at a safe distance (therefore the use of small offices may not be suitable).
- It may be possible for your visit to be avoided through a telephone call or email correspondence. Ad-hoc visits to the school will be not be allowed.
- White Hall Academy continues to follow the Public Health England advice and those provided by government website.
- If you are delivering any documentation or correspondence, please place it in the red box in the reception office area for the attention of the relevant staff member.

Contact Details Required Upon Arrival

Please provide your contact details in order for the school to be able to follow the NHS Test and Trace procedures. The school will hold onto your details for a period of 28 days, and thereafter disposed of in line with GDPR regulations.

Arrival at the school

- All visitors must report to the School Office wearing a face mask which must be worn for the duration of the visit inside the buildings
- If the wearing of a face mask prohibits you from carrying out the task for which you are visiting the school, for example speech therapy work, then we ask that a visor be worn.
- If you are exempt from wearing a face mask, please provide evidence and wear a visor.
- You will be provided with handsantiser to wash your hands with.
- Please observe the 2m distancing rule whenever possible.

When you arrive in the school building, you will be welcomed by our reception staff who will ask you if you have:

- Travelled from or transited through any of the countries or areas that are currently on 'lockdown' or on the Governments Quarantine list in the past 14 days.

You have:

- developed a fever (above 37.8C) or
- a new, continuous cough within the last seven days, or
- a loss or change in, your normal sense of taste or smell (anosmia)
- Anyone in your household is required to self-isolate in accordance with Government guidelines
- All visitors will be asked to use the hand sanitiser available at the reception desk.
- The reception staff will sign you into the school themselves, by asking for your name, logging the time you have arrived and who you are here to visit.

During your visit:

- When you are met by one of our members of staff, they will not offer a handshake as a greeting – please do not be offended by this.
- Visitors are to remain 2m apart from all other staff and pupils in the school, when moving around the site and, if taking a seat during your visit, you should be positioned 2m apart from those in the same room.
- During these circumstances unfortunately we are unable to offer our usual hospitality however you are welcome to bring a bottle of water with you.
- If you wish to use the toilet facilities while on site, again a member of staff will direct to where you need to go.
- Please refrain from touching surfaces during your visit.
- If you remain within school for more than one hour, please ensure you wash your hands regularly in accordance with our risk assessment.
- If whilst on site, you develop any of the above symptoms, please notify office staff and exit the site immediately. Testing is available for anyone showing symptoms of covid-19, we advise that you undertake a test and please advise the school if you have received a positive test result. A positive test requires us to take essential steps to safeguard our children and staff.

