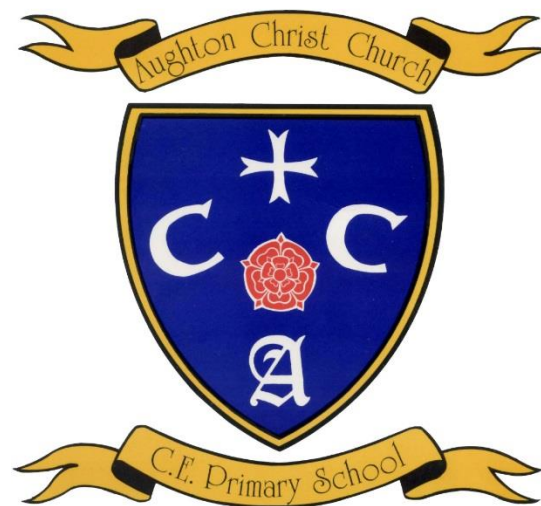


Policy Document

Aughton Christ Church C of E  
Primary School

# School Visitor Policy Covid-19



**Reviewed: September 2021**  
**Next Review date: September 2022**

## Aughton Christ Church C E Primary School



### Covid-19 Visitor Policy

Aughton Christ Church C of E Primary School is asking for the support and understanding of our visitors in helping us minimise the risk of COVID-19.

Following the advice from Public Health England and Lancashire County Council, we are now limiting access to the school site to essential visitors only:

- school staff
- governors
- pupils (at their allocated class times as outlined in our school plan)
- parent/carers accompanying their child(ren) – limited to one person
- approved contractors
- approved specialist teachers and coaches

We ask that parents/carers who are dropping or picking up their child(ren), support our efforts to minimise the risk of contact between our families and staff:

- strict staggered start/ finish times
- 2m social distancing markers
- flow of pedestrian traffic markers
- to walk to school
- not enter the school building or congregate in groups
- comply with the one parent/carer rule per child(ren).

All visitors entering the building must:

- to sign in, office staff will take visitor details and disposable label will be given to the visitor
- have an agreed appointment with the school office
- wash their hands with soap and water for at least 20 seconds / or sanitiser upon arrival and departure
- cover their mouths and nose with a tissue or sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin straight away and wash their hands afterwards

- not enter restricted areas of school and follow instructions from the main office
- always maintain a 2-metre distance from others
- where a 2-metre distance cannot be maintained when working with pupils and adults, visitors will be expected to wear a mask
- when using the designated toilet ensure they use the cleaning products provided to wipe down the facilities after use
- refrain from handshakes and hugs

In order to keep you safe school will:

- ensure tables and chairs you are using have been sanitized
- ensure sanitizer or wash facilities are available upon entry to school
- ensure the environment is following school risk assessments in line Covid-19
- ensure the rooms being using are well ventilated
- ensure staff and other adults in school are aware of social distancing procedures
- ensure you are aware and comfortable with procedures in place

We ask our school community to not enter the school site if they:

- are currently presenting flu-like symptoms, a fever (above 37.8C) or a new, continuous cough within the last seven days
- have knowingly been in close contact with anyone with a confirmed case of Coronavirus (close contact means living in the same house, contact with their bodily fluids, e.g. being coughed or sneezed on, or being within 2m of the person for more than a few minutes)
- have knowingly been in contact with someone who has travelled from any of the named countries listed in Public Health England advisory information without having undergone the advised action relating to 14 days self-isolation and, if recently symptomatic, they have been screen tested in the UK through NHS111 service and been given a negative result.

*Click on the following link for more information*

<https://www.gov.uk/uk-border-control>

Visitors may only enter the school building by appointment only, by contacting the school office on 01695 421391 or by email: [bursar@aughtonchristchurch.lancs.sch.uk](mailto:bursar@aughtonchristchurch.lancs.sch.uk)

We apologise for not being able to give you our usual warm welcome, but we must take the current situation very seriously and look after the welfare of our pupils and staff. This policy has been shared with staff, governors, parents/carers, contractors and displayed on our school website.

***Policy to be reviewed September 2022***