



## Guidance for Visitors during the Coronavirus (COVID-19) Pandemic

This visitor guidance is under constant review to keep the school community safe.

After thorough risk assessments which are available on our website, we are confident that the measures we have put in place balance the safety of our school community against the benefits to pupils' education. We are asking for the support and understanding of our visitors to Churchfields in helping us minimise the risk of COVID-19 to our pupils, staff and families during their time in school.

You must not visit the school if you are showing the following symptoms of COVID-19:

- a high temperature (above 37.8C)
- a new, continuous cough
- a loss of sense of smell/taste

### Pre-Arrival

If you are to work with children during your visit (e.g. as a regular volunteer), you will be required to undertake lateral flow testing as a precautionary measure and report the results to the school office before coming into school. If you have a positive result, you will not be able to visit the school but are encouraged to undertake a more accurate PCR test. The office will provide further details to you about this.

All visitors are requested to wash their hands with soap and water thoroughly before leaving home.

### Arrival

All visitors must report to reception (Atworth) or the main entrance (Monkton Farleigh). Visitors are then asked to use the hand sanitiser provided on arrival at the school site.

### Face Coverings/Personal Protective Equipment (PPE) and Social Distancing

Unless you are exempt, please ensure that you bring a face covering with you for your visit, so that it is readily available for use if required. If you wish to wear PPE equipment, including gloves, a disposable apron and an approved face mask or visor, these will not be available from the school so should be brought with you for your visit.

Whilst working with children, face masks need not be worn though you may wish to wear one when moving around the school. Where possible, you are asked to remain socially distanced from children and staff. We appreciate this may not always be possible or appropriate however.

Visitors not working with children are required to wear a face mask when moving around the school and remain socially distanced from children and staff where possible.

Appropriate social distancing is two metres without a mask, one metre with a mask.

To avoid potential embarrassment, we would also like to advise you that the school is currently operating a 'no handshake' policy for all members of its community.

### Hygiene

We ask all visitors to uphold the highest possible hygiene standards during their visit to the school - washing hands regularly, frequent use of the hand sanitiser which is available throughout the school site and catching a cough or sneeze with a tissue or in your sleeve.

All areas are cleaned regularly but please try to limit any unnecessary contact with equipment or surfaces during your visit.

To ensure there is no unnecessary sharing of pens and paper, etc., please provide your own supplies of these items.



### **Refreshments**

We are now able to provide refreshments to you during your visit although you may wish to bring your own. Please ensure any utensils are cleaned thoroughly or loaded into the dishwasher after use.

### **Toilets**

You are welcome to use our staff toilet during your visit. We ask that you please use the sanitiser and paper towels provided to wipe down the toilet flush, lock and seat after use.

### **Emergency (including Fire) Procedures**

A prolonged ringing of the fire bell signifies an emergency evacuation of the premises. As a visitor to our school, you are only required to get yourself out of the building as quickly as possible. You are not responsible for others. The collection point is marked on the Emergency Evacuation information sheets displayed throughout the building.

### **Safeguarding**

Please report any safeguarding concerns you have to the nearest member of staff. The school's Designated Safeguarding Lead is Simon Futcher, and Deputies are Maria Genner (Atworth) and Georgie Croker (Monkton Farleigh).

Should you have any questions, please contact the member of staff you are due to visit or contact the school office by telephone on 01225 703026 or e-mail [admin@churchfields.wilts.sch.uk](mailto:admin@churchfields.wilts.sch.uk)

Updated December 2021