

Visitor Protocol for St Paul's Infant School September 2020

As stated in RISK assessment and listed below only those deemed essential visitors will be able to visit the site during school opening hours.

Essential Visitors	Non Essential Visitors
Social Workers	Parents- contact should be made via telephone, email or DOJO
Specialist Teachers	New Parent tours - these parents should be directed to the online virtual tour
Teachers providing training for SEND children	Parent helpers - not able to have in school under current RISK assessment
Advisors Invited by school	Work Experience - not able to have in school under current RISK assessment
Emergency contractors only for work that needs to be undertaken immediately and is causing a health and safety issue.	Assembly visitors - no assembly allowed under current guidance or RISK assessment.
Finance visit from Schools Financial Services	Contractors for routine maintenance, gardeners etc. out of school hours where children are present as much as possible.

Before Visit a visitor must:

Make contact with school via 01622 753322 or office@st-pauls-maidstone.kent.sch.uk

- Provide school at time of booking visit with:
 - Date
 - Time
 - Full name
 - Email address
 - Telephone Number
 - Car Registration number
 - Who they are visiting
 - Reason for visit

School will provide the visitor with emailed version of fire evacuation information as well as RISK for their attendance in the building before their visit.

During the visit a visitor will:

- Be met at the main door by a staff member, who will accompany them on their entire visit.
- They will have been pre booked into school on Inventory and a sticker will be ready for them to put on.
- Be taken to wash their hands
- Be asked to store their bag/phone etc in a locker if they are spending time with children in the classroom.

- If visiting more than one child/classroom they will be asked to rewash their hands between them.
- Be encouraged where possible to remain socially distant (stay more than 2 meters away) from the child or adult they are visiting.
- Email any hand over paper work after the visit