

## **Addendum to Bullers Wood School Visitor Protocol During the Coronavirus Outbreak 2020**

This is additional information to our Visitor policy which highlights the changes we have made to keep students and staff safe in our school following closures due to the COVID-19 virus. It remains essential that as far as possible, Bullers Wood School continues to be a safe place for our students and staff.

We are asking for the support and understanding of our visitors in helping us to minimise the risk of Covid-19. Bullers Wood continues to take guidance from Public Health England. Taking this into account, we are now limiting access to the school. We will not allow visitors into school. The only time a person outside our organisation would be permitted on site is:

- to resolve a maintenance or Health and Safety Issue
- to hold a pre-arranged meeting organised under the standards stated in section A
- from the police force or social care organisations holding a photo id badge

The visitor would not have any direct contact with or enter a room where children are present. If access to a specific room or student is needed, this will be agreed and arranged by the School Leadership Team.

### **If someone needs to enter the building, the following protocol must be followed (Section A):**

- Visitors must confirm that they have not recently travelled from, or 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. If recently symptomatic, they have been screen tested in the UK through NHS111 service and been given a negative result.
- Visitors must confirm that they have not 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.
- During their time on-site, visitors must act in a way to avoid the spread of the virus through their best endeavours as recommended by the NHS.

1. Wash your hands with soap and water immediately after entering the building and often during the time spent and before leaving the site.
2. Use the hand sanitiser gel provided.

3. Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.
4. Put used tissues in the bin straight away and wash your hands afterwards
5. Visitors to Bullers Wood who start to feel unwell after arrival and begin to present with flu-like symptoms including a fever, a cough, or difficulty breathing, must immediately make a staff member aware. Whilst awaiting instruction, visitors must sit in the designated isolation area (B9) next to an open window and avoid touching surfaces and door handles as much as possible. Please note that Bullers Wood does not have resources to provide medical care, other than first aid, or self-isolation facilities to visitors, but will assist you in seeking appropriate advice from NHS111.
6. If you develop such symptoms within 14 days of visiting the school, please also inform us as soon as possible by emailing or telephoning the school office.

### **Visitors To Enhance Learning**

At Bullers Wood, we believe external visitors can help enhance learning. If staff feel that using a visitor is beneficial at this time, they will consider and evaluate how an online session could be delivered. The same conditions stated in our current visitor policy still apply. This includes holding a current DBS check, and the visitor would be asked to complete the visitor agreement questionnaire before the session and share this with the relevant staff member. A staff member must always be present during the delivery of the session.

### **Staff Training**

If we require staff training from an external agency, the school will look into providing this training online. As stated above the same conditions stated in our current visitor policy still apply.

### **Parents/Carers**

If parents and carers require a meeting with any staff member, this will be completed over the phone. If a face to face meeting is required, the parents will be allowed to enter the school building following the instruction for visitors, see Section A. This is to ensure the safety of our students, staff and visitors.