



St George's
School Edgbaston

SCHOOL VISITORS POLICY DURING GLOBAL PANDEMIC

Revised: September 2020



In line with information published by Public Health England our visitors' policy and procedures are updated to reflect latest guidance on the [reducing the transmission of COVID 19](#)

Taking this into account, we are limiting access to the site to essential visitors only. This would encompass contractors who provide statutory and planned maintenance for the safe running of the school, and professionals supporting pupils or staff with essential health or educational needs.

If you are unsure as to whether your proposed visit is considered essential, please email your usual contact in the school or our admin team - admin@sgse.co.uk Tel. 0121 625 0398

If your visit to St George's is an essential one, you are not permitted to visit if:

- you transited through an airport in the last 14 days
- you have developed a fever (above 37.8C), a new, continuous cough or have a change in your normal sense of taste or smell (anosmia) within the last seven days
- anyone in your household is required to self-isolate because of COVID symptoms in accordance with Government guidelines
- you or anyone in your household have been contacted via the Department of Health Track, Trace and Isolate scheme and have been told to isolate

We have comprehensive in place to keep our community safe. Our full risk assessment is available on request; key points include:

- We have clear protocol and provision in place should a member of staff or pupil present with COVID 19 symptoms while at school. These include clearly defined safe areas for isolation until an individual can travel safely home
- We have put in place enhanced hand hygiene facilities and have hand sanitising stations at all entry/exit points, as well as in key locations around the school, offices and classrooms
- We have provided tissues to all classrooms and offices, along with lidded waste bins for the safe storage of used tissues
- We are asking all staff, students in the Upper School, and visitors to wear masks on entry to the school, in corridors and communal areas, as well as on public transport
- We have put in place a comprehensive communications plan, delivered through posters throughout the site and verbal reminders from staff, to ensure good hand and respiratory hygiene

- We have significantly enhanced cleaning provision. All of our cleaning personnel have received training on cleaning for COVID 19
- Our students have been grouped in 'bubbles' to minimise unnecessary contacts and to help us trace contacts quickly should the need arise
- We are enforcing social distancing: verbal reminders and posters reiterating the message, classrooms and the dining hall have been laid out to support social distancing, and physical reminders such as barriers and line markings are in place to minimise inadvertent contact
- We have designated start/end times and year group entrances/exits to avoid mixing at the beginning and end of the school day
- We have strict controls in place to ensure parents/carers do not come into school unless it is essential, and by appointment only
- All staff have completed safety training in respect of COVID 19

Procedure on Arrival

Visitors are expected to provide and wear their own PPE.

When you arrive on site at St George's please report to the Reception Office at the front of the school wearing a mask that covers your mouth and nose. Please stand at least 1 metre, and ideally two meters away from the main screen. As we can only accommodate two people at a time in the foyer, if there is a queue please wait outside until you are invited in; once in the foyer, please adhere to social distancing whilst you wait.

In line with health advice we are instigating a policy of no handshakes. If you are wearing disposable PPE we ask that you use a new pair of gloves on entering the building and dispose of your old ones in our PPE bin.

To protect both you and our community we ask you adhere to the social distancing guidelines at all times in the building; again, please remain at least 1 metre, and ideally two meters away from others – there is a sticker on the floor of the foyer to act as guide when you enter the building and reminders throughout the school. During lesson change over times, please remain in your room or, should you be in a corridor, step back into a doorway to allow the students to pass.

The school administrator will sign you into the visitors' book and give you a disposable visitor sticker which you must wear the whole time you are on site and discard in a school bin as you leave the building. You will be asked to provide your contact details to help the school comply with track and trace should there be an outbreak within the school community.

Unless exempt, you should wear a face covering in areas of the school where social distancing isn't possible, such as corridors, communal areas and some offices. You must keep or put this on when arriving at school, moving to your destination and moving around the school indoors. You must bring a sealable plastic bag to keep your mask in. If disposing of face coverings, you must put these in a covered bin. You must not touch the front of the covering during use or removal, and you must wash/sanitise your hands before putting it on and after removing it.

If you are exempt from wearing a face mask you must let the member of staff you are visiting know before your visit; this will allow us to risk assess the visit and decide if it can go ahead.

When entering the building you will be directed to sanitise or wash your hands immediately. Hand sanitizer and hand washing facilities are available throughout the building.

If you cough or sneeze please do it into a tissue (please bring your own) and dispose of the tissue in one of the lidded bins in the building.

If you use any school facilities (WCs, sinks, photocopiers) wash or sanitise your hands before and after use.

When visiting we ask that your interactions with pupils and staff are kept to a minimum to reduce infection. If observing or working 1:1 with a student, you must maintain a two-metre distance.

The staffroom will not be available for visitors to use.

We ask that you do not use soft seating areas in school and only use the room/s that you have arranged to have access to.

We are unable to offer you any refreshments, so please bring your own drinks/food should you expect your visit to last more than half an hour.

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. We thank you in advance for respecting and supporting all of the safety measures we have put in place.

If you have any questions, please contact the member of staff you were due to visit or contact the school office on 0121 625 0398.

If you have any questions about health and safety, and especially as it relates to the controls we have put in place to minimise the risk from Covid-19, please do not hesitate to contact Mrs Vicky Jones, our School Nurse, via JonesV@sgse.co.uk