**Visitor Protocol for Swanwick Primary School**

**Please could you read the following information before arranging a visit to Swanwick Primary School.**

**All visits must be pre-arranged and booked in by telephone or email. Visits will not start before 9.30am. When you book the appointment, please leave your name and contact details. These will be used for Track and Trace purposes if needed and not shared with anybody else.**

**Please DO NOT come in to our school if you or a member of your immediate family has any of the following Covid-19 symptoms:**

* **A new, continuous cough**
* **A high temperature**
* **A loss or change to their/your sense of smell or taste**

**When you visit:**

* Please wear a face mask/visor on entry and exit to the school grounds. (You are not required to wear it during the meeting. If you choose to wear a mask then we will respect that.)
* Use hand sanitiser upon entry to the building (this is provided or you can use your own)
* Sign in using the electronic sign-in system – you will be given a disposable visitor badge rather than a lanyard
* Please limit personal belongings to only essential items required for your meeting/visit
* Please maintain social distancing at all times
* When using the toilet, please adhere to our one in, one out policy
* If you are working with or seeing children as part of your visit, please ensure there is time to clean your working area and equipment between sessions
* Please follow the one-way system when moving around school (indicated on the floor by white arrows)
* Any necessary observations will be carried out following social distance guidelines
* Rooms should be well ventilated – windows and/or doors should be open as much as possible

**Before you leave:**

* Please wipe down the area you have used and any equipment (cleaning products are provided in every room)
* Please sanitise hands before signing out on the electronic system
* Please wear a mask to exit the grounds

**You must let the school know if you are contacted by NHS Track and Trace or if you test positive for Covid-19 within 10 days of your visit. Thank you for your co-operation!**