

Viking Academy Trust



COVID-19 Visitors Procedure

The VIKING ACADEMY TRUST 'COVID-19 Visitor Policy' has been written using the latest advice from HSE, PHE and the DfE.

Approved by the Trust: Term 1 2020

Reviewed annually: Term 1

Last review date: Term 1 2020

Signed:



Chair of Trustees

VIKING ACADEMY TRUST

COVID-19 VISITOR PROCEDURE

‘Empower children through education: One Childhood One Chance’

GENERAL POLICY STATEMENT

All staff, governors and Trustees make the education of pupils at the Viking Academy Trust their first concern and are accountable for achieving the highest possible standards in work and conduct.

All staff, governors and Trustees act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils

Schools in the Viking Academy Trust (VAT)

Chilton Primary School
Ramsgate Arts Primary School
Upton Junior School

This ‘COVID-19 Visitor Procedure’ is for all the aforementioned schools.

During the continued pandemic all visitors must read and follow this procedure. It is designed to minimise visitors and keep both the school community and visitors safe. It is subject to change as guidance changes.

**PRIOR TO YOUR VISIT PLEASE
DOWNLOAD THE NHS COVID-19 APP**



Each of our schools have the official NHS QR code displayed in our reception area. By downloading the NHS Test and Trace app, your app will allow you ‘check in’ to the school by scanning the QR code.

The app notices and logs other nearby app users. If any of those users later test positive for coronavirus, you’ll receive an alert with advice.

VISITOR PROCEDURE

ALL VISITORS:

Is your visit necessary or can it be completed online or by phone? In the vast majority of cases meeting can be conducted online or by phone. We can support this by booking the meeting and sending you an invite.

If the visit cannot be conducted in any other way:

Do NOT visit the school if:

- You or anyone in your support bubble/household have had any of the following symptoms in the last 14 days:
 - o Loss of taste or smell
 - o High Temperature
 - o Continuous cough
 - o You have visited a Country that is not on the Government “safe list” within the last 14 days.
 - o You have been told to self-isolate by Track and Trace.

During your visit you must observe the following:

All visitors to school (including parents) are asked to wear a mask on entering the building.

Please check in using your NHS app. If you do not have an app or a phone you will be asked to complete the school's Track and Trace paper form instead.

Please use the hand sanitiser in the reception area before entering the main school building

Follow 2m distancing at all times.

Avoid movement around the school and stick to area you have been escorted to.

Parents:

We politely encourage all adults and secondary aged children to wear a face covering when entering our school during ‘drop off and collection times. We have fluid timings in place to stagger the number of people together at any time, however, the start and end of the school day are the two points whereby social distancing is more difficult and a greater number of people gather in one place.

Please phone to make an appointment. This allows us to ensure that the Reception area is not overcrowded.

Our Reception areas will not be able to accept any forgotten items such as PE kits, musical instruments or packed lunches into the school site. Please ensure your child has everything they need with them

for the day before they leave for school. If your child does forget their packed lunch they will be provided with a school meal which will be charged for by Principals.

Contractors:

In addition, to the above you must wear a mask whilst in the school corridors. This does not apply to long term contracted staff.

OUR COVID-19 SYSTEMS OF CONTROL DURING YOUR VISIT



The poster features six circular icons arranged in a 3x2 grid, each with a corresponding text block below it. The icons are: 1. Two people with a double-headed arrow between them. 2. Two hands being washed with water droplets. 3. A spray bottle with a cross on it. 4. Three groups of people, each represented by a circle with three dots inside. 5. A hand holding a phone receiver. 6. A document with a building icon on it.

KEEP YOUR DISTANCE FROM PUPILS AND STAFF AS BEST YOU CAN OR WEAR A FACE COVERING.

CLEAN HANDS REGULARLY AND ENSURE PUPILS CLEAN THEIR HANDS BEFORE AND AFTER YOUR SESSIONS.

WIPE DOWN SURFACES AND RESOURCES BETWEEN PUPILS FROM DIFFERENT GROUPS.

ENSURE PUPILS FROM DIFFERENT GROUPS DO NOT MIX.

LET US KNOW IF YOU DEVELOP SYMPTOMS UP TO 2 WEEKS AFTER YOUR VISIT.

OUR SAFEGUARDING PROCEDURES REMAIN THE SAME.

VISITORS

PLEASE NOTE OUR SYSTEMS OF CONTROL DURING YOUR VISIT TO OUR SCHOOL.