**Visitor guidance document**

This is to be read in conjunction with the schools Covid-19 Risk assessment. Latest copy can be found on the schools website: <http://www.brookfieldsschool.com/website/school_covid_19_risk_assessment/505293>

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| 1 | To read whole school risk assessment prior to visit and be aware of school expectations in terms of being Covid secure, including hygiene regimes, use of PPE etc. |
| 2 | Prior to any visits a risk assessment must have been provided to the school and visit dates approved by the headteacher [head.brookfields@halton.gov.uk](mailto:head.brookfields@halton.gov.uk) This must contain your contact details for the purpose of contact tracing. |
| 3 | Brookfields will confirm by phone if the school has had a confirmed case that impacts on the visit being undertaken. |
| 4 | Practitioner / visitor will not attend if they, any member of their family or anyone they have been in contact with has symptoms |
| 5 | On arrival any face coverings that have used for journey to be removed and stored / disposed of correctly. Hands to be sanitised and sign in process completed. Visitor to wait in entrance hall following social distancing guidance until they are collected / instructed to enter school. |
| 6 | Face covering to be worn in school (mask or visor) provided by self. This must be clean and unworn in other settings. Face visor to be anti-bacterially cleaned. |
| 7 | On entry to classroom base practitioner to follow instructions of class teacher in regards to location of work. At all times adhere to social distancing guidance from staff and children (as appropriate). Time working closely must be minimised and tasks considered that can be completed at greater distance. Sit to side of pupil rather than face-on. |
| 8 | Practitioners:  Prior to your visit it will be agreed who you are to see and when. Unless this has been approved you are not to cross bubbles.  In terms of contact tracing you must ensure that your time in class has been logged in the class contact log.  If you were to have had close contact with a child then you must complete a close contact log sheet held in the Deputy Heads office. |
| 9 | Any practitioners / visitors must adhere to strict hygiene procedures with very regular hand washing and ‘catch it, bin it, kill it’ routine followed at all times. |
| 10 | Where appropriate practitioners / visitors will be made aware of any specific risk assessment for children / staff that are relevant to their visit. Guidance from these must be followed at all times. |
| 11 | Where possible food and drinks not to be brought into school due to limited space for breaks. If a visit is for2+ hours please discuss this before you arrive. |
| 12 | If a child becomes unwell or needs first aid assistance then you should inform staff to administer first aid / support child and then you must follow good hand hygiene practises. |
| 13 | Please follow PHE guidance following being in a different setting e.g. change clothes, showering on return, vehicle interior hygiene and equipment hygiene. |
| 14 | If you are dropping off / collecting equipment and/or resources from school please follow this guidance:  Check ahead to ensure it is agreed that this can happen and for any relevant safety guidance to be shared  Limit visit to reception area and not enter the building further  Maintain 2m distance  Wear gloves if required (e.g. cannot handwashing / sanitiser) and dispose of them correctly. |
| 15 | Practitioners must only be in school for pupil-facing work / training. Reports etc. to be written off site. |
| 16 | At any time during visit that you have any queries please address to class teacher of member of Senior Leadership Team. |
| 17 | You must inform school if you suspect that you have developed symptoms of Covid-19 since visiting the site. You must follow government guidance. |