

## Coronavirus Visitor Agreement

The school cannot function effectively without having staff from external organisation coming onto site. Specialist staff may need to come to support pupils' learning and wellbeing. Specialist engineers may be needed on site for essential maintenance; health and safety checks; or to deal with emergencies.

Specialist staff include: the school nurse, educational psychologists, speech and language therapists, specialist teachers for literacy and numeracy, visual impairment, deafness; staff who run support/intervention programmes for pupils (eg West London Zone, TBAP); careers advisors (where meetings cannot take place remotely); local authority staff, social workers, police and specialist staff to run workshops such as those delivered by LEAP; supply teachers /administrative cover and when necessary identified parents or carers. This is not a definitive list and decisions for other visitors to the school premises will be determined on need and risk assessed in line with our policy.

Our school will welcome visitors (by appointment only) and only if:

1. They have taken a lateral flow test within the last 48 hours and can show this as a negative result. The only visitors exempt from this requirement are those entering the school at short notice as the result of an emergency appointment (police officers, social workers etc.)
2. They currently do NOT need to self-isolate, according to the [latest government guidance](#). That would include anyone who is:
  - displaying any coronavirus symptoms (a new continuous cough, a high temperature, or a loss or change in their sense of taste and/or smell). The school adds to this list, anyone who is currently feeling unwell for whatever reason, in case this is the precursor of symptoms;
  - who has no symptoms but has tested positive on a lateral flow test;
  - anyone who lives in the same household as someone with coronavirus symptoms;
  - anyone who lives in the same household as someone who has tested positive for coronavirus.
  - anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (PCR or LFD test):
    - o face-to-face contact including being coughed on or having a face-to-face conversation within 1m
    - o been within 1m for 1 minute or longer without face-to-face contact
    - o sexual contacts
    - o been within 2 m of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
    - o travelled in the same vehicle or a plane
  - anyone required to quarantine following return from a country that is [not exempt](#) from the 'all but essential' travel guidance in the last 14 days;

### AND

- The visit is essential.
- The visit is outside of school hours wherever possible. (Some specialists to support children may need to attend in school hours).
- The visitor follows the measures the school is taking to minimise the spread of coronavirus:
  - Washing their hands thoroughly with soap and water for 20 seconds or using available sanitising facilities upon arrival and before leaving, and when moving between classrooms.
  - Wearing a face covering at all times in school - unless they're [exempt](#) from wearing one. This must be agreed in advance with the school.

- Where possible, maintaining a distance of 2 metres from everyone else in the school and to avoid making any kind of physical contact such as handshaking.
- When working in a room with others, to ensure that the room is well ventilated with a window open (and a door when possible) to promote natural ventilation.
- To follow instructions to ensure the integrity of pupil bubble groups.
- Providing their contact details to the school. This is in case the school needs to contact visitors following public health advice in the event of a coronavirus outbreak in the school community

All visitors will be asked to sign the Coronavirus Visitor Declaration on arrival at school and this includes parents waiting in reception. Please do not sign the form in advance of your arrival because the declaration includes that you are feeling well and this needs to be 'at the time of arrival' rather than the night before!

A copy of the school's Covid Risk Assessment is available on the school website.



# Sacred Heart High School

## Coronavirus Visitor Declaration

**By signing this document,**

- I confirm that I have read and understood the Sacred Heart Coronavirus Visitor Agreement
- I confirm that I have had a negative Covid test in the last 48 hours (this can be a lateral flow test or PCR test).
- I confirm I am not currently experiencing any of the symptoms of COVID -19 as outlined in the most recent government guidance and I am also feeling completely well.
- I confirm that I do not currently need to self-isolate, in accordance with the latest government guidance.
- I will follow the school's safeguarding procedures set out in the Covid Visitor Agreement regarding hand washing; the wearing of face coverings; social distancing; ventilation; and maintaining the integrity of pupil bubbles.
- Should I experience coronavirus symptoms within 48 hours after leaving the school, I will notify the school. I will also take a coronavirus test and notify the school of the result.

Should I be contacted by NHS Test and Trace within 48 hours of my visit to notify me that I have been in close contact with someone who has tested positive for the virus I will let the school know. I understand that the school will keep these details up to 6 years.

The information recorded below will help the school carry out rapid contact tracing, if asked to do so by NHS Test and Trace.

VISITOR'S FULL NAME	
VISITOR'S CONTACT NUMBER	
DATE OF VISIT	
PURPOSE OF VISIT	
STAFF MEMBER HOSTING THE VISIT	
AREAS OF SCHOOL THAT WILL BE VISITED	
VISITOR'S SIGNATURE	