

Carryduff Primary School

COVID-19 Visitor Policy

These Covid-19 Guidelines are added to our existing protocols and code of conduct for visitors, including policies in respect of Child Protection and Safeguarding.

This document must be read by ALL visitors to the school. We ask for the support and understanding of our visitors in helping us minimise the risk of COVID-19 to our school.

At Carryduff Primary we continue to take guidance from the Public Health Agency the DE and EA. Consequently, we are now limiting access to our school buildings to essential visitors only.

- approved EA contractors (out of school hours where possible)
- EA officers e.g. AAIS, Literacy support, RISE, Ed. Psych, Behaviour Support etc.
- school health
- approved tutors
- school counsellor

All visitors must prearrange the visit to the school, by phoning 02890 812918 or emailing the school secretary at info@carryduffps.belfast.ni.sch.uk

No 'cold callers' will be admitted to the school building.

Face-to-face visits with parents will be by appointment only, with the majority of queries being resolved over the phone, by email or via Seesaw/Class Dojo.

In addition, visitors must not enter our school buildings if:

- you have travelled from, or transited through, countries currently on the NI quarantine list in the past 14 days.
- you have symptoms of COVID-19:
 1. a temperature/fever
 2. a new, continuous cough
 3. change in your sense of taste or smell
- if you or anyone in your household is required to self-isolate in accordance with PHA guidelines.

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All visitors entering the school building must:

1. have an agreed appointment
2. sign in
3. complete a visitor questionnaire
4. wash hands on arrival
5. wear a face mask and/or visor when in the corridor and when working with pupils
6. only access pre-agreed areas of school
7. follow our Covid-19 procedures as advised
8. maintain social distancing from both adults and pupils
9. notify the office if you become ill during your visit
10. notify the office that you are signing out, to facilitate cleaning

We apologise for not being able to give you our usual warm welcome, but we must take the current situation very seriously as we look after the welfare of everyone on site.

If you have any questions, please contact the office or member of staff you were due to visit.

This policy has been shared with staff and governors and is displayed on our school website.

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COVID-19 VISITOR QUESTIONNAIRE

Please complete this short questionnaire before entering the school premises.
This will assist in the event of the need for contact tracing.

Date _____ / _____ / 2020

Name (print) _____

Job title _____

Organization _____

Purpose of visit _____

Your email _____

Contact Number _____

Question	Delete
Does anyone in your household currently have COVID-19?	Yes / No
Is anyone in your immediate family currently self-isolating?	Yes / No
Do you have any of the following symptoms?	
High temperature/fever	Yes / No
Loss of taste or smell	Yes / No
New or continuous cough	Yes / No
Have you travelled from, or transited through, countries currently on the NI quarantine list in the past 14 days?	Yes / No