



ST. CLARE'S PRIMARY SCHOOL

Covid-19 Visitor Policy

MISSION STATEMENT

As a Rights Respecting School, our pathway to a successful future is grounded in the United Nations Convention on the Rights of the Child (UNCRC).

ARTICLE 3: All adults must do what is right for you.

Ratified by Board of Governors: March 2020

Signed by

Chair of Board of Governors

We, the Governors and staff of St. Clare's Primary School, believe the school to be a vital part of St. Paul's Parish community. We are firmly committed to:

- the aims of Catholic Education;
- providing appropriate and effective learning opportunities for all our children;
- developing positive pastoral care systems in our school
- establishing close links with the home, parish and wider community; and
- developing all members of the school community to enable them to fulfil their role within the school.

This policy document was produced in consultation with school staff, and Governors.

September 2020

INTRODUCTION AND RATIONALE

The safety of our pupils, staff and families remain St Clare's overriding priority. We are closely monitoring the situation with regards to the spread and infection rates of COVID-19 outbreak and will periodically update guidance based on current recommendations from the Department of Education and the Public Health Agency. Only essential visitors are permitted on site at this time:

- approved EA contractors (out of school hours where possible)
- EA officers e.g., Literacy support, RISE, Ed. Psych, Behaviour Support etc.
- West Belfast Partnership Board representatives
- Greater Falls Cluster representatives
- partner schools and colleges representatives
- CCMS, ETI representatives
- school health team
- approved tutors
- school counsellors

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.

ARRANGING A VISIT

All visitors must prearrange their visit to the school, by phoning 02890 330852 or emailing the school secretary at ngoodman795@c2kni.net or the appropriate staff member.

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

Face-to-face visits with parents / visitors are to be limited until further notice, with queries being resolved over the phone or by email when possible.

If a face to face meeting is deemed necessary, the following must be adhered to:

- the meeting must be pre-arranged via telephone or email
- the Principal must be informed
- a room should be 'booked' for the meeting – a record of where, time and duration of meeting must be kept
- the room must facilitate 2m social distance for all attendees
- all those attending the meeting must wear a face covering, unless exempt.

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

- he/she has travelled from, or transited through, countries currently on 'lockdown' in the past 14 days.
- he/she has symptoms of Covid-19:
 1. a temperature/fever (above 37.8C),
 2. a new, continuous cough,
 3. change in your sense of taste or smell
- he/she has cold or flu symptoms
- he/she has suffered from vomiting or diarrhoea within the last 48 hours
- if he/she or anyone in his/her household is required to self-isolate in accordance with PHA guidelines.

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 (if possible)
5. apply the gel sanitiser provided
6. wear a face mask and/or visor at all times whilst on school premises
7. practise good respiratory hygiene (coughs and sneezes) and immediately dispose of used tissues in the bin provided and rewash hands
8. only access pre-agreed areas of school
9. follow instructions from the school office
10. maintain 2-metre distance from others

11. walk on the left
12. refrain from handshakes and hugs
13. notify the office if you become ill during your visit
14. 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 our pupils, staff, families and visitors.

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

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

Thank you for cooperation in supporting us in keeping our school community safe.



ST. CLARE'S PRIMARY SCHOOL - Covid-19 Visitor Questionnaire

Visitor's Name:	Contact Number:
Company:	Purpose of visit:
Self-Declaration by Visitor	
1	Does anyone in your household currently have COVID-19? Yes <input type="checkbox"/> No <input type="checkbox"/>
2	Is anyone in your household currently self – isolating? Yes <input type="checkbox"/> No <input type="checkbox"/>
2	Have you had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days? Yes <input type="checkbox"/> No <input type="checkbox"/>
3.	Have you received a notification via the Stop COVID NI contact tracing app within the last 14 days? Yes <input type="checkbox"/> No <input type="checkbox"/>
3.	Have you experienced any of the following symptoms in the last 14 days - fever, cough, sore throat, respiratory illness, difficulty breathing or loss of taste or smell? Yes <input type="checkbox"/> No <input type="checkbox"/>

If the answer is yes to any of these questions you will not be able to enter the school building.

Signature (visitor): _____ Date: _____

Please note: if you plan to be onsite for consecutive days, please advise the school office immediately if your circumstances or answers to these questions change. The information collected on this form will be used solely to determine your access right to our school. If you have any questions, please let us know.