



COVID-19 Visitor Declaration Form – Crowmoor Primary School

Welcome to Crowmoor School. As you know, we are currently trying to manage the risk of COVID-19 within our School. To ensure that you can carry out your visit safely and do not put others at risk, you are asked to read the information below and agree to the necessary actions that are being asked of you. Please answer each question and sign the document at the bottom.

Name:	
Organisation:	
Visiting:	

1.	Are you deemed as a 'vulnerable person'?	Yes/No
2.	Have you had any symptoms of COVID-19 within the last 14 days? – a cough, breathlessness, tiredness, a temperature, loss of taste or smell or vomiting or diarrhoea?	Yes/No
3.	Have you been in contact with any person who is suspected of having or is confirmed as having COVID-19 within the last 14 days?	Yes/No
4.	Have you been contacted by Track and Trace regarding contact with any person who is suspected of having or is confirmed as having COVID-19 within the last 14 days?	Yes/No

If the answer to question 2,3or 4 is yes, **DO NOT PERMIT ENTRY** to the school.

Please supply your contact details below. These may be used by Public Health as part of the 'Test and Trace' strategy, should there be a necessity following your visit. I confirm that the information given above is correct and that I will comply with the control measures implemented by the Trust/School.

Please ensure that you sanitise your hands on entry to and exit from the school.

Signed by Visitor, accepting that all the information given above is true and accurate and that they have read our COVID-19 Risk assessment on the website.	
Dated:	

Signed on behalf of the School if entry is permitted:	
Dated:	

Visitors to be allowed entry to Crowmoor School

All visitors to Crowmoor School must have a prior appointment before they are allowed entry into School.

To help reduce the transmission of COVID-19 within the School, any visitor presenting themselves at Reception without an appointment, will not be allowed entry into the School. The person that they wish to visit should be contacted with the reason for their visit. The visitor must wait in the reception area if social distancing guidelines can be adhered to, or outside the School Reception area until the host attends Reception.

Visitors are not allowed to walk around the School unaccompanied at any time.

Below is a list of essential visitors/contractors who are allowed entry to the School once they have completed the Visitors Proforma and have been collected by their host staff member.

- Contractors – completing essential work or maintenance visits – arranged through the responsible Department
- Contractors carrying out any Health and Safety Testing – Legionella etc.- arranged through the responsible Department
- Trainers for Health and Safety training where certificates need renewing – first aid etc. as the Government/HSE has now suspended extending certificates during the pandemic, - arranged through the responsible Department
- HSE Inspectors – we are always allowed entry
- Ofsted officers
- Emergency personnel
- Interviewees – for essential vacant roles
- Parents –Telephone calls are the preferred method of contact if are not deemed appropriate by the school Virtual meetings may be held but only if it is deemed absolutely necessary for a serious problem with the pupil. Parents of pupils who are ill can pick the student up from outside the building where they will be handed over by a member of staff after they have phoned to alert the Office that they are waiting on the entrance ramp.
- Others: Music, peripetetic staff, educational psychologists etc., only if it is deemed absolutely necessary and it is not appropriate to hold a meeting/training session virtually.

The preferred room for meetings will be Meeting Room 2 or the Main School Hall

Visitor Protocol for Crowmoor Primary School

- All visits must be pre booked with a member of the school Administrative staff so that they can be authorised as essential by the Head/Deputy/SBM and contact details given including a telephone number/email. As we have a secure gate entry system visitors will only be allowed onto the site with a pre-booked appointment.
- All visits will be booked from 9.15 am onwards, once the last class of pupils has arrived in school.
- Please do not arrive more than 5 minutes early for your appointment, as you will not be allowed entry to the building until your appointment time.
- When you arrive please phone the Office.
- A member of staff will come to the door to ask you into the building ,please do not go beyond the green line and sign on the ramp until invited in .If the weather is poor wait in your car and phone the school on arrival, the Office will ring to tell you when you can enter the building.
- By entering the building, you are agreeing to completely comply with the Track and Trace system and if it is identified that when requested for information formally it was not given your invitation to visit the school in the future will be withdrawn.
- If you will be in the building or with a child without direct supervision by a staff member you will not be allowed to bring in a camera enabled mobile phone. The exception to this rule is members of professional organisations who hold and are able to provide their DBS number.
- The school does not agree to or allow any recording of meetings between it's staff and outside visitors under any circumstances.

Please DO NOT come into or attempt to enter our school if you or any of your immediate family are feeling unwell and are showing any of the COVID symptoms

- a new, continuous cough,
- a high temperature or
- a loss or change to their sense of smell or taste.

Upon being allowed physical entry into our school you must follow these instructions to keep both you and our children and staff and their families safe. If you fail to do so your invitation to enter onto our premises will be deemed withdrawn immediately:

- Enter the building wearing a face mask.
- Use the hand sanitiser provided in the Reception area on arrival and exit.
- Sign in with the office staff - Mrs Preston and Miss Cave.
- Limit the number of personal belongings you bring with you to a minimum.
- Bring no accompanying children or visitors unless previously agreed with the school when booking the appointment.
- You must maintain social distancing whilst in the front entrance area.
- When using the visitor's toilet (not the staff toilets) please ensure that you leave the facilities as you would expect to find them using the sanitiser and wash your hands thoroughly.
- If you are seeing a series of children on your visit, please ensure that there is time for you to clean the desks/chairs between children. The School will provide materials.
- Please maintain (if possible) a 2m distance between you and the child you are working with.
- A member of school staff will collect the child that you are visiting, please follow the one-way system of the school whilst in the school. The child will be sent out to you by the class teacher/TA.
- Any necessary classroom observations will be conducted following social distance guidelines or from the classroom doorway. If you enter a classroom you must wear a mask and sanitize your hands on entry and exit.
- Please ensure adequate ventilation in the room when you are working with children. Windows and doors should be open as much as possible whilst still maintaining confidentiality.
- Tradesmen or other professionals not dealing directly with pupils must wear masks whilst inside the building and maintain 2 metres distance from pupils and school staff. If access to classrooms is required it should normally occur when the classroom is empty. If work will continue over more than one day in a week, the original contact details need not be given again but visitors are required to identify if they have suffered any COVID-19 symptoms or been in contact with a COVID patient or been contacted by Track and Trace since their last visit.

Upon leaving the school, please let a member of the office staff know so that they can sign you out and then please sanitise your hands. You must let us know if you are contacted by NHS Track and Trace or if you develop symptoms of COVID19 or test positive in the next 10 days.

Thank you for your co-operation.