



Glenwood School

Together we will;
respect, achieve and make good choices

Glenwood Residential Special School

Visitors Policy (during Covid-19)

October 2021

This policy is operational whilst working within Covid-19 restrictions. Visitors will only be invited onto the school site if face-to-face contact is essential for the safeguarding, well-being or specific needs of a child (e.g. social worker, physiotherapist) or to enable school operations to run smoothly (e.g. recruitment, HR, contractors, emergency works and routine maintenance).

Visitors

We request that all visitors take a lateral flow test before arriving for their visit and show proof of a negative test result (email or text message confirmation) upon arrival at reception. If you do not have access to Lateral Flow Tests please arrive 30 minutes before your appointment and we can provide one.

Delivery drivers may access the school reception areas.

Essential Maintenance

All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19. All contractors will be provided with the School's operating guidance and all planned/reactive maintenance to be carried out where possible during out of hours unless in an emergency.

Inventory system

Visitors must sign in and out and confirm the Health Declaration on the school Inventory system.

Operating Guidance/Protocols

Visitors must wash or sanitise hands:

- On arrival
- After using the toilet facilities
- Before and after working with a child or adult
- On departure

Sanitiser is available at reception and around the school

Visitors must wear a face covering** when:

- Moving around the school site – including crossing corridor bubbles
- when less than 2m from another person, in a meeting
- When working less than 2m from a child,
- in communal spaces within the school building

Please dispose of your face covering at home.

**If you are exempt from wearing a face covering, we would ask that visitors wear a visor if possible, in the above circumstances. We have these available in school if needed.