

Knaphill Federation of Schools

COVID – 19 Visitor Information



All visitors to the site are required to follow the site guidance on physical distancing and hygiene on or before arrival. Where visits can happen outside of school hours or remotely they should, or alternatively take place outside, weather permitting. A record (including contact details) will be kept of all visitors as they are required to fully engage in the Test and Trace programme. In order to make our school environments as safe as possible for staff, children and visitors, it is imperative that everyone observes the social distancing guidance and protocols that are in place.

Please do not come onto site if you feel unwell in any way.

Social Distancing - Adults

- On arrival, visitors should enter the building via the main entrances when advised it is safe to do so, keeping 2m distance from others, and sign in **using their own pen where possible**.
- Visitors will be escorted through, or shown the one way system in place at KS, and should follow the systems/signs in place for moving around the school. Please avoid congregating in any communal areas.
- Visitors should maintain a 2 metre distance from staff members and from children where possible.
- Movement of visitors around the school is to be minimal and no unnecessary movement should be made.
- Visitors should not stop and chat in corridors as it is considered a confined space.
- If a visitor encounters children or members of staff going past, they should move to the side or use laybys where possible.
- In specific circumstances, you may be required to wear a face mask or a visor.

Social Distancing – Children

- If observing in the classroom, the professional is asked to observe from a 1m+ distance. A chair will be provided for you to safely sit on.
- If working with younger children, please be aware that they may approach you, in in this case we would advise you to politely move away.
- At all times, visitors should avoid close face-to-face contact and minimise time spent within 1 metre of anyone.
- We will endeavour to provide educational professionals with a well ventilated room with enough space to allow for social distancing.

Hygiene

- There will be a Hand Sanitising Station located at each School Office Reception Area, the School Hall at KLS and the Servery at KS. Please use the sanitiser provided whenever you enter/leave the building or these school areas.
- We kindly ask that you are extra vigilant and hygienic when you use the communal Staff Toilets. There will be Virucidal cleaning spray (which cleans and sanitises frequently touched items or areas) and paper towels in each toilet. Please use it to wipe all surfaces you have touched before and after use.
- To follow the Catch It, Bin It, Kill It hygiene procedures.

Cross Contamination

- External visitors must remain in the same Bubble for the duration of their visit.
- External visitors must not attend another school setting on the same day.
- External visitors must wear freshly laundered clothes.
- Resources brought onto site will be discussed with school, prior to organised visit and will be cleaned prior to use.