

Date ratified at Full
Governors' Meeting
7th October 2020



Review
Resources
Committee

NOTRE DAME HIGH SCHOOL

Part of St John the Baptist Catholic Multi Academy Trust

Company No: 7913261

Registered Office: Surrey Street, Norwich NR1 3PB

COVID-19 ANNEX TO VISITORS POLICY

THE SCHOOL MISSION STATEMENT

I have come so that they may have life and have it to the full
(John 10:10)

We are a joyous and inclusive Catholic school, inspired by the love of God and the teachings of Jesus, specifically faith, hope, forgiveness and peace.

Our community is committed to a rounded education that develops knowledgeable, morally informed and compassionate young leaders.



If you need this document in large print, audio, Braille, alternative format or in a different language please contact the Company Secretary on 01603 611431 and we will do our best to help.

COVID-19: GUIDANCE FOR VISITORS

Staying COVID-19 Secure in 2020

Our core obligation is to ensure, so far as is reasonably practicable, the health, safety and welfare of our students first and foremost, but also, and as importantly, of staff and volunteers, parents and guardians, guests and visitors, contractors and delivery services.

We are therefore implementing the following regulations to help ensure that we maintain a COVID-secure environment for all.

ALL VISITS MUST BE BY APPOINTMENT ONLY

- 1. If you or anyone in your household is displaying symptoms of COVID-19 or is currently residing in a locally 'locked down' area then you must NOT visit the School.**
- 2. A face covering is required to be worn in communal areas.**
3. You MUST report to Main Reception to sign in. This must be done for each visit, rather than going directly to another point on site. Requests for parking will be for disabled visitors only.
4. You must sanitise your hands on arrival. Hygiene and handwashing precautions must be followed at all times.
5. You must sign in on arrival and give your email address and phone number to enable visitors to be tracked and traced should the need arise.
6. You must also confirm that you haven't visited any countries not included on the [travel corridor](#) list within the last 14 days and that you are not displaying symptoms of COVID-19.
7. You must follow current guidance relating to social distancing and one-way systems, which have been signposted in each building
8. You may not enter classrooms or common rooms, which are used exclusively by separate year group 'bubbles'.
9. We will record the areas, which you visit together with the names of any people you speak to while on site. This is to support the NHS Test and Trace system as far as we are able.
10. Please see the Covid-19 addendum to all Privacy Notices for details of the personal information we collect to support NHS Test and Trace.
11. This visitor protocol is subject to constant review

Date: 29th September 2020

Appendix – Signing in sheet for visitors to the school site

VISITORS:

DATE:

TIME:

NAME
CONTACT NUMBER
EMAIL ADDRESS
ARRIVAL TIME
NATURE OF VISIT
STAFF MEMBER(S)
AREAS VISITED
CAR REGISTRATION NUMBER

I CAN CONFIRM THAT I HAVEN'T VISITED ANY COUNTRIES NOT INCLUDED ON THE <u>TRAVEL CORRIDOR</u> LIST WITHIN THE LAST 14 DAYS AND THAT I'M NOT DISPLAYING SYMPTOMS OF COVID-19.
I CAN CONFIRM THAT NO ONE IN MY HOUSEHOLD IS DISPLAYING SYMPTOMS OF COVID-19
I CAN CONFIRM THAT I'M NOT CURRENTLY RESIDING IN A LOCALLY 'LOCKED DOWN' AREA.
SIGNED

IMPORTANT GUIDANCE

You must follow current guidance relating to social distancing and one-way systems, which have been signposted in each building.

Hygiene and handwashing precautions must be followed at all times.

DEPARTURE TIME:
