



Carlton in Snaith CPS

Developing Lively, Inquiring and Creative Minds

Carlton in Snaith Community Primary School Covid-19 Visitor Guidelines

Carlton in Snaith CPS is asking for the support and understanding of our visitors in helping us minimise the risk of Covid-19. We have an obligation to ensure, so far as is reasonably practicable, the health, safety and welfare of everyone on the Carlton in Snaith CP School site. We hold the prime responsibility for ensuring the safety of our pupils, staff and volunteers, parents and carers, guests and visitors, contractors and delivery services but would ask for all parties to take responsibility in helping us to do so.

We continue to follow guidance from North Yorkshire County Council (NYCC) Public Health England (PHE), the Government and the Department for Education (DfE).

Taking this into account, we are now limiting access to the site to essential visitors only. If you are unsure as to whether your proposed visit is considered essential, please email the School Reception at admin@carlton-in-snaith.n-yorks.sch.uk

Even if your visit to Carlton in Snaith CPS is an essential one, we would nevertheless ask that you refrain from visiting if:

- you have travelled from or transited through any of the countries or areas that are currently on 'lockdown' in the past 14 days.
- you have developed a high temperature (above 37.8C) or a new, continuous cough or have a loss of taste and smell within the last seven days
- anyone in your household is required to self-isolate in accordance with Government guidelines

If you have any questions, please contact the member of staff you were due to visit or speak to our admin team.

To support the safety of everyone, we are implementing the following regulations to help ensure that we maintain a COVID-secure environment for all. We politely request you to strictly follow all of these measures.

Before arrival:

- Question whether your meeting could be facilitated virtually. If it can, please avoid visiting.
- If not, you must make an appointment with the person you wish to see - no ad hoc visitors will be admitted, beyond the main entrance way. Please call the school office to make arrangements on 01405 860736
- All those requiring an appointment will be asked if they have visited any countries not included on the travel corridor list within the last 14 days. If so quarantine rules will be applied.
- 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.

On arrival:

- All visitors must sign in on arrival. If the visitor is not a regular or known to school we will request a phone number. This will enable to re-contact visitors should the need to be tracked and traced arise. Any data collected will be stored safely in line with GDPR and destroyed securely after 14 days.)



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- Visitors must wash and/or sanitise your hands when you arrive and as necessary during your visit.
- Visitors must carry a mask or face covering and wear it as required – we can guide you on this aspect.
- Visitors must maintain a safe distance (at least one metre, and ideally two metres) from other people at all times.

During your visit:

- When you are met by one of our members of staff, they will not offer a handshake as a greeting – please do not be offended by this, this is not our usual welcome and is for safety reasons only.
- Visitors are to remain at least one metre apart/ideally two metres apart from all other staff and pupils, when moving around the site and, if taking a seat during your visit, you should be positioned 2m apart from those in the same room.
- Unfortunately at present, we are unable to offer our usual hospitality, however you are welcome to bring a bottle of water with you.
- Where applicable we will follow the one way system we have in place and follow all appropriate signage
- If you wish to use the toilet facilities while on-site, a member of staff will direct to where you need to go.
- Please refrain from touching surfaces unnecessarily during your visit.
- If you remain within school for more than 15 minutes, please consider washing hands and/or using hand sanitiser again.

Other information:

Parents & carers should only come into school buildings when strictly necessary and by appointment. Ideally only one parent, unless for example, an interpreter or other support is required), should attend. Any such meetings should take place at a safe distance and so the use of small offices may not be suitable.

Please be patient with us, as booking appointments may take longer than usual.

Thank you for your understanding and full compliance with these measures –we are working together to keep everyone as safe as possible at this challenging time.

Jon Watson

Head Teacher