



In the event that it is deemed necessary for a professional to visit a pupil/student at school the following guidance will apply:

- The visit will be agreed by either the Headteacher or the Assistant Headteacher – Inclusion.
- Parental permission will be sought and the organising member of staff will provide reception with the details of the visitor and who will be responsible for them.
- Ahead of the meeting an appropriate room must be allocated which will allow for social distancing and which will keep the visitor's movement within the school to a minimum.
- The pupil/student will be spoken to ahead of the meeting and reminded of social distancing guidelines.
- On arrival the visitor's temperature will be checked by the receptionist:
 - If it is 38° or above the visitor will be asked to leave and any surfaces touched will be sanitised.
 - If it is below 38° the visitor will be asked to sanitise their hands and then to sign in using Inventry.
- When signing in the following notice will appear on the Inventry screen:

I confirm that I am not suffering any of the known COVID-19 symptoms and am in good health. If I should test positive in the 14 days following my visit to school, I agree to inform the school immediately
- By proceeding to sign in, the visitor agrees with this statement.
- Visitor lanyards and badges will not be used. A sticky label may be used instead.
- The visitor will be asked to stand and wait in the reception area maintaining a distance of at least 1m from any other person.
- The visitor will be shown/directed to the designated meeting room and asked to maintain a distance of at least 1m at all times, keeping the touching of surfaces to a minimum.
- A visitor may choose to wear a mask/PPE in school but this is not mandatory. In this event the visitor will need to provide their own mask/PPE and their safe use and disposal will be the responsibility of the visitor.
- Maiden Erlegh Trust staff and children may choose to wear masks/PPE in school but this is not mandatory.
- On departure the visitor will sign out using Inventry and leave directly.
- The room used will be wiped down after use.