

Welcome to St Nicholas CE Primary School - working hard to keep everyone safe

We apologise that we are not our usual welcoming selves but are sure that you will help us to keep everyone safe.

We would be grateful if you could follow the following procedures when entering our school.

- Do not enter our school if you have any symptoms of COVID 19, this includes a cough, fever or loss of taste or smell.
- Please inform us immediately if you develop COVID 19 in the next 14 days, we will do the same for you if there is an outbreak in school.
- On entering please use hand sanitiser to wash your hands.
- Please report into our office – when doing this please stay 2 metres back from our office staff and wear a face mask.
- At the office you will be required to leave your name, work place and contact telephone number.
- Parents and carers are required to wear a face covering when meeting with school staff.
- School staff are not required to wear face masks if you are working with staff we ask that you wear a face mask or ensure you maintain a 2 metre distance. When delivering training you will be given a table at the front of the training group and which will be 2m away from the staff. Please do not move away from this position.
- When working with pupils visiting adults are requested to refer to their own work risk assessments regarding the wearing of face masks as currently school staff have government guidance that face coverings should not be used.
- Please use the toilets as directed by school staff. Inside the toilets you will find instructions regarding cleaning behind yourself, please follow these instructions.
- You will be asked to clean down any tables and equipment you have used using paper towel and detergent provided by ourselves.

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| Other visitors including parents/suppliers/contractors arriving at school | All staff, pupils and visitors/contractors | <ul style="list-style-type: none">• Tell visitor not to enter the education or childcare setting if they are displaying any symptoms of coronavirus. Inform all visitors, suppliers, and contractors that only pre-arranged calls will be allowed on site• Covid 19 posters displayed in reception area• Inform any visitor, suppliers, contractors of any infection control procedures on site e.g. site guidance on physical distancing and hygiene is explained to visitors on or before arrival• Deliveries arranged at quiet times or before or after school opening/closing. | <ul style="list-style-type: none">• Staff toilets in hall to be used toilet & hand washing facilities for visitors and contractors. They will be advised to follow cleaning schedule in the toilets as all staff do.• Provide visitor / supplier / contractor with a designated point of | SBL to brief as appropriate. | As required |
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- Agreement from Suppliers of their confirmation and understanding of the new arrangements should ideally be sought
- Record date, contact name and contact details for visitor, and request they contact the school if they subsequently become symptomatic.

contact and phone number

Unless an emergency ensure all contractors works are carried out 'outside of normal working hours'

Contractors should use a face mask when in school.

Those delivering training are not required to use a face covering but must maintain a 2m distance from all staff.

Those working with the children must follow their own guidance and work risk assessments regarding face coverings.

Parents are expected to wear face coverings when visiting the school.

SBL/Office staff to produce visitor leaflet