



Wavell Community Schools' Federation

Executive Headteacher: Mrs Gillian Crouch



Dear Visitor,

Welcome to Wavell Community Schools' Federation we have measures in place to ensure we are Covid secure.

When planning your visit, please read the following declarations. If at any time during your visit you have any questions or concerns please return to the office and ask to speak to a member of the Senior Leadership Team.

Thank you for your co-operation on this matter.

How will we keep you safe during your visit?

- If not already in place you will be asked to wear a face covering prior to entering the building. If you do not have a face covering, office staff have a supply and will be happy to provide you with one
- Please sanitise your hands, sign in using either the visitor book (Infants) or Sign-In screen (Juniors). Please leave details of your contact number for track and trace purposes (GDPR COVID-19 Privacy notice available)
- Please follow direction from office staff to the nearest facilities to wash your hands
- We have completed a full risk assessment in conjunction with the Local Authority
- Hand sanitiser is available at reception and there are others around school for your use
- Any work station or area you use, will be cleaned before and after use by a member of staff
- Gloves, tissues, bins, hand sanitiser, approved cleaning fluids and materials will be made available
- Wherever possible windows/doors will be opened for ventilation

You will be asked the following questions:

Do you currently have any symptoms of COVID19?

Does anybody in your household currently have symptoms of COVID19? YS/NO

Have you returned from a country requiring quarantine within the last 14 days?

Are you classed as clinically vulnerable or extremely clinically vulnerable?

*If yes please sign out of the building and telephone the school office to discuss an alternative method to accommodate the purpose of your visit

Do you understand and agree to implement the measures listed below?

- To wash/sanitise your hands on arrival and departure
- To maintain at least a two metre distance from **all** children and adults
- If at any time during your visit you or the child you are working with begins to feel unwell displaying the symptoms of COVID19 this must be reported to the office immediately
- If deemed necessary and authorised to enter a year group bubble to sign the track and trace sheet on the relevant classroom door
- To stay within the agreed designated area and to not visit other areas of school
- You agree to us using your contact number if we have a confirmed case in school to notify you

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