

Meadowside

COVID-19 Visitor Protocol

Under normal circumstances Meadowside welcomes visitors to site. The COVID-19 pandemic is a difficult time for all of us. Times have changed quickly and dramatically due to the virus. Safety is our number one priority, and we must do everything we can to prevent the spread of this disease and protect our students, staff and other stakeholders. To minimise risk, our new Visitor Protocol puts strong limits on visitors entering our school during this pandemic.

Visitor Protocol:

1. Seek approval for the visit from the person to be visited.
2. Complete the online [Visitor Screening Form](#) 24 hours prior to the visit. The link is posted here and on our school web site meadowsideprimary.org and on the [Visit Meadowside](#) page in “Our School” tab.
3. Sanitise hands upon entry.
4. Submit to a temperature check.
5. All visitors are required to comply with GOV.UK social distancing guidance by wearing a face covering and maintaining the required 1 metre social distancing from other adults:
 - On entry to site
 - In all communal areas

Visitors that are exempt on medical grounds will be required to comply with GOV.UK social distancing guidance by maintaining the required 2 metre social distancing guidance from other adults.

Approved visitors must access site through the Staff Car Park Gate. Visitors use the staff car park intercom upon arrival and they will then be met by a member of staff. Visitors will be signed in by a staff member and required to wear a visitor badge.

Please note that due to COVID-19 our Visitor Protocol and Visitor Screening Form and may be amended without notice subject to national guidance published on gov.uk or local government guidance.

Parent Volunteers and Visits:

Meadowside welcomes our parent volunteers. We know parent support is a critical component of our community engagement and partnership. Unfortunately, during the pandemic, Meadowside will limit parent volunteer activities and limit parent visitation during the school day until further notice. At times, we know parents may need to drop off an item for their child during the school day. If this situation arises, we will require Meadowside School parents to use the staff car park intercom to advise their arrival and a member of staff will come out to collect the items.

Pupils are discouraged from leaving site for appointments during the school day:

Doctor appointments and other off site appointments are to be scheduled outside the school day whenever possible. The school office should be notified at least 24 hours in advance of the scheduled appointment. Parents can contact the school office by emailing admin@meadowsideprimary.org or by phone on 01536 723985. Voicemail message is also acceptable.

The process for a parent collecting pupils for an offsite visit is as follows:

- Parent to arrive at school car park and advise via the intercom that they are collecting a pupil for an appointment off site.
- Pupil will be brought from class by a member of staff to meet the parent at the school car park gate.
- The member of staff will advise the school office team the time the pupil has departed.

Parents are not permitted to come into the building to sign pupils out for these appointments or on return.

The process for a parent returning a pupil after an offsite visit is as follows:

- Parent and pupil advise their return to school via the car park intercom.
- Parent must wait with the pupil until the pupil is collected by a member of staff and taken to class.
- The member of staff will confirm with the school office team that time that the pupil was been returned to their class teacher.

Supply Teachers/Medical Professionals and other essential visitors:

All Supply Teachers, Medical Professionals and other essential visitors who work with pupils will be required to follow the Visitor Protocol.

Parent Meetings/Conferences:

All parent meetings will be scheduled virtually or by invitation to site, where appropriate, until further notice.

Special Events:

Meadowside will record and or stream special events for parents to view.

Admission Visitors:

Prospective pupils and parents must follow the Visitor Protocol.