



COVID-19 Visitor Declaration Form - Haddenham St Mary's CE School

Welcome to Haddenham St Mary's CE School. As you know, we are currently trying to manage the risk of COVID-19 within our school. To ensure that you can carry out your visit safely and do not put others at risk, you are asked to read the information below and agree to the necessary actions that are being asked of you. Please answer each question and sign the document at the bottom.

| | |
|---------------|--|
| Name: | |
| Organisation: | |
| Visiting: | |

| | | |
|----|---|--------|
| 1. | Are you deemed as a 'vulnerable person'? | Yes/No |
| 2. | Have you any symptoms of COVID-19 within the last 14 days? - especially a cough, breathlessness, tiredness, a temperature, loss of taste or smell or vomiting or diarrhoea? | Yes/No |
| 3. | Have you been in contact with any person who is suspected of having or is confirmed as having COVID-19 within the last 14 days? | Yes/No |

If the answer to question 2 or 3 is yes, **DO NOT PERMIT ENTRY** to the school.

Please supply your contact details below. These may be used by Public Health England as part of the 'Test and Trace' strategy, should there be a necessity following your visit.

I confirm that the information given above is correct and that I will comply with the control measures implemented by the school.

Please ensure that you wash your hands or use the hand sanitiser provided on entry to the school.

| | |
|------------------------|--|
| Visitor mobile number: | |
| Visitor email address: | |

| | |
|---------------------|--|
| Signed by Visitor: | |
| Date: | |
| Location in school: | |
| Signed by Host: | |



Visitors to be permitted entry to the School Site - HSM

All visitors to HSM must have a prior appointment before they are allowed entry into School.

To help reduce the transmission of COVID-19 within the School, any visitor presenting themselves at Reception without an appointment, should not be allowed entry into the School. The person that they wish to visit should be contacted with the reason for their visit. The visitor must wait in the reception area adhering to social distancing guidelines where possible.

Visitors are not allowed to walk around the school unaccompanied at any time.

Visitor protocols from risk assessment:

- Visitors to provide own mask (except where an adult or child/young person is exempt from wearing a face covering), however, if a visitor is struggling to access a face covering, or when they are unable to use their own face covering due to having forgotten it or it having become soiled/unsafe, then school has a contingency supply of face coverings.
- Face coverings should be worn **by visitors at all times** except when the purpose of the visit requires the removal of the mask eg. Specialist teaching services such as speech and language therapy.
- Face coverings must be worn where visitors are moving about the school in corridors and confined communal areas (including toilets) where physical distancing is particularly difficult to maintain.
- Visitors to use designated toilet only.
- Drinks and other refreshments will not be provided to visitors (those remaining on site for long periods to have access to drink making facilities to make their own).

Below is a list of essential visitors/contractors who are permitted entry to the School once they have completed the Visitors Proforma and have been collected by their host.

- Contractors - completing essential work or maintenance visits - arranged through the responsible Department
- Contractors carrying out any Health and Safety Testing - Legionella etc.- arranged through the responsible Department
- Trainers for Health and Safety training where certificates need renewing - first aid etc. as the Government/HSE has now suspended extending certificates during the pandemic, - arranged through the responsible Department
- HSE Inspectors - we are not allowed to refuse entry
- Ofsted officers
- Emergency personnel
- Interviewees - for essential vacant roles
- Visitors from Bucks Council and Specialist Teaching Service
- School Governors
- Parents - only if it is deemed absolutely necessary for a serious problem with the student - unless the meeting can be arranged virtually. Parents of students who are ill can pick the student up from outside
- Others: only if it is deemed absolutely necessary and it is not appropriate to hold a meeting virtually.

January 2021