**School**

**Elveden C of E Primary Academy**

**Visitor**

**Visitor………………………………………………………………**



Signed by visitor…………………………….……………………………….

Date………………………………………………………..

* When arriving at school and signing in, please use your full name and mobile contact number in the event that we need to ‘Track and Trace’.
* While you are on site, we ask you to follow general good hygiene practice to stop the spread of any viruses. This includes covering your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze, putting used tissues in the bin immediately and washing your hands with soap and water often.
* There are alcohol hand sanitisers located throughout the site. We ask that you sanitise your hands upon arrival using the supplied gel and just before you leave.
* Please social distance from others as much as possible.
* If you are working with children, all equipment/rooms must be sanitised between groups.
* If you begin to develop symptoms of COVID-19 whilst at school, please inform a member of staff immediately and follow their advice. If you develop such symptoms within 14 days of visiting our school, please inform us on **01842 890258** immediately.
* Elveden Academy welcomes visitors to our site each day and we realise that this heightened approach may inconvenience you. However, we are taking the current situation very seriously and you will appreciate that our priority is the safety and wellbeing of our pupils and staff.

Signed on behalf of the school **Mrs Rourke and Mrs Grimes**

Date: July2020

**The school will do its best to:**

* Provide an environment which has been risk assessed in response to the COVID-19 infection and Local Authority Risk assessment; (See poster displayed in entrance).
* Adhere to the social distancing rules as set out by the government as much as we reasonably can.
* Provide hand sanitiser around the school to be used by visitors.
* Ensure that you fully understand the school procedures and follow these.
* Ensure you sign in and leave contact details in line with the ‘Track and Trace’ system.
* Contact visitors if anyone in school displays symptoms of COVID-19;
* Inform you if staff or children in school test positive for COVID-19 as this will mean you will need to self-isolate for at least 14 days.

**Elveden C of E Primary Academy**

**London Road**

**Elveden**

**Thetford**

**Norfolk**

**IP24 3TN**

**COVID-19**

**Visitor/School Agreement**



September 2020

**We are seeking the support of our staff, pupils and all of those who visit our school site, in helping us to minimise the risk of Coronavirus (COVID-19) to our community.**

**With this in mind, and in line with guidance from Public Health England, please refrain from entering the school site for any reason if you have a recent onset of a:**

* **new continuous cough and/or**
* **high temperature (over 37.8)**

**In this instance you should stay at home and follow the government advice to be tested for Coronavirus immediately.**

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