**FORGE INTEGRATED PRIMARY SCHOOL VISITOR POLICY DURING THE COVID-19 PANDEMIC**

This policy is in place to help reduce the risk from COVID-19 to pupils, parents, school staff and other agencies who have business with the school.

This policy applies to all visitors who are not either; pupils enrolled in the school or members of the school staff.

**1. Access to the school site external to buildings:**  
Following advice from the Public Health Authority and Department of Education we are now limiting access to the school site to essential visitors only including:

● Parent/carers accompanying their child(ren) – limited to one person.

● Approved contractors including maintenance contractors, utility and sanitary services and delivery agents.

* Approved specialist agents – school counsellor, peripatetic teachers, therapists etc.

**2. Visitor Conduct in relation to Covid-19 (Outdoor Areas)**

Parents/carers who are dropping or picking up their child(ren) should observe the following procedures to support our efforts to minimise the risk of contact between our families and staff:

* Adherence to staggered start/ finish times
* Observe 2m social distancing markers
* Adherence to flow of pedestrian traffic markers
* Compliance with the direction not to enter the school playgrounds or building unless by prior appointment
* Compliance with the instruction not to congregate in groups
* compliance with the one parent/carer rule per child(ren).

**3. Visitor Conduct in relation to Covid-19 (within school buildings)**

Visitors entering the school buildings at Forge Integrated Primary School should:

* Have an agreed appointment or schedule with the school office or be invited in by reception or senior staff
* Sign in at reception to support track and trace procedures
* Sanitise hands on entry
* Use face coverings indoors in communal areas
* Cover their mouths and nose with a tissue or sleeve (not your hands) if

you cough or sneeze

* Put used tissues in the bin straight away and wash hands afterwards
* Not enter restricted areas of school and follow instructions from the main office
* Maintain a 2-metre distance from others
* Wipe down surfaces after use with anti-bacterial wipes
* Adhere to rules regarding the use of staff rooms/meeting rooms regarding maximum occupancy and duration
* Wash dry and remove any crockery, cutlery or food packaging used and dispose of all refuse in bins
* Report concerns around premises, low stock of sanitising products etc. to the school office
* Refrain from handshakes and hugs

**4. No one from the school community should enter school premises if:**

i. They have Covid symptoms as described by the NI PHA, currently:

* A high temperature – this means you feel hot on your chest or back (you do not need to measure your temperature), or;
* A new continuous cough – this means coughing a lot for more than an hour, or three or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual), or;
* Asnosmia – the loss or a change in your normal sense of smell (it can also affect your sense of taste).

ii. Have knowingly been in close contact with anyone with a confirmed case of Coronavirus without seeking advice from the PHA regarding isolation and/or testing and acting upon that advice.

iii. Have knowingly been in contact with someone who has travelled from any of the named countries listed in Public Health Authority advisory information without seeking advice from the PHA regarding isolation and/or testing and acting upon that advice.

**5. Communicating with school staff**

Visitors can contact staff via email, and through telephone calls. Parents have the additional platforms of Seesaw or MS Teams to avail of.

Staff will do their best to contact parents regarding queries within a reasonable time frame. It should be understood that this may not be straight away and responses sometimes have to be prioritised. To request an appointment or call back contact Kathy in the school office on 02890492177 or by email: [info@forge.belfast.ni.sch.uk](mailto:info@forge.belfast.ni.sch.uk)

Face to face meetings will be avoided when possible and in the current circumstances most meetings will be conducted via telephone or through other electronic means.

We apologise for not being able to give you our usual warm welcome, but we must take the current situation very seriously and look after the welfare of our pupils and staff.

**6. This policy is to be applied in conjunction with:**

* Forge IPS Code of Conduct for Staff and Volunteers
* Forge IPS Health and Safety/Covid-19 Risk Assessment
* Forge IPS Safeguarding and Child Protection Policy

Articles within this policy have been communicated to parents, staff and governors, The policy is published on the school website www.forgeips.co.uk