

Visitor Protocol for The Bucks Primary PRU

All visits must be pre booked with a member of PRU staff and visitors must provide contact details including a telephone number. Please do not arrive more than 5 minutes early for your appointment.

All visits will be booked after 9.20am, once pupils are staff are settled into classroom routines.

Please do not come in to our sites if you, or any of your immediate family, are feeling unwell and are showing any of the COVID symptoms

- a new, continuous cough,
- a high temperature or
- a loss or change to their sense of smell or taste.

When you come into the PRU please follow these instructions to keep both you and our children safe:

- Use hand sanitiser provided in the office/reception area. Office colleagues will also indicate where you can wash your hands. Please clean your hands frequently when on site.
- Sign in with PRU staff and will give you a visitor sticker, and details of our safeguarding protocols in a laminated note. The latter will be sanitised between uses.
- Limit the number of personal belongings you bring with you to a minimum.
- Masks are not routinely used in schools and not in classrooms because of the impact on teaching and learning. However, our sites are small and we recommend that masks are used in shared areas such as staff rooms and meeting rooms where it is not possible to maintain safe social distance or the room is not well ventilated. We will agree what is appropriate with visitors dependant on the purpose of the visit and duration on site/location of meeting.
- Bring no accompanying visitors unless previously agreed
- You must maintain social distancing whilst in the waiting area.
- If you are seeing a series of children on your visit, please ensure that there is time to clean the desks/chairs between children with the cleaning products in the room.
- Please maintain (if possible) a 2 metre distance between you and the child you are working with. If meeting with PRU colleagues, meeting spaces will be a sufficient size to allow social distancing.
- A member of PRU staff will escort you to your meeting. Please follow any instructions about corridors. Our sites are small and we do not have one way systems.
- Any necessary classroom observations will be conducted following social distance guidelines or from the classroom doorway.
- Please ensure adequate ventilation in the room if you are working with children. Windows and doors should be open as much as possible whilst still maintaining confidentiality.

Upon leaving the PRU, please let the PRU office know, so that they can sign you out. Please sanitise your hands when leaving.

You must let us know if you are contacted by NHS Test and Trace or if you develop symptoms of COVID19 or test positive in the next 10 days. To support NHS Test and Trace, we must hold records for 21 days. This reflects the incubation period for COVID-19 (which can be up to 14 days) and an additional 7 days to allow time for testing and tracing. After 21 days, any information collected solely for test & trace purposes will be securely disposed of or deleted.

