



Guidance for visiting professionals

Action	Answer
On arrival	<p>Please head to the main reception office where you will be met by the admin team. The admin team will contact the relevant member of staff you have arranged to meet.</p> <p>Please wear your ID badge at all times, making sure this is visible and use the hand sanitiser on coming through the doors and into the reception area, where you must sign in/out.</p> <p>You are not required to wear a face covering whilst moving around the school and in the staff room.</p>
Pupil absence	If the pupil is absent, we will contact you prior to your visit.
PPE	We request you follow this guidance alongside the guidance of your employer. If your employer requires you to wear PPE throughout your visit, please let us know in advance so we may prepare the children.
Social distancing expectations	We expect all adults to keep at least 1 meter apart in meetings and social areas. When working with children and young people, we ask that you avoid close contact and, wherever possible maintain an appropriate distance to avoid potential transmission.
Working with a class or year group bubble	This school is maintaining class group bubbles. Please ensure that on your visit you stay within the specific class.
Materials brought into this setting	We request any materials are only used with one pupil on a specific day and cleaned between use.
Contact tracing details	When you arrive at the school you will be asked to provide a contact phone number. This will be used for contact tracing where necessary.
Risk assessment	We would like all visiting professionals to read our full risk assessment before coming Click here to view

