



Visitor Charter

Welcome to Manor Hill First School

During this time, we must all work together to ensure that all members of our school community are kept safe. Therefore, we expect all visitors to our school to:

1. Not to come into our school or enter our school site if you or any member of your household has symptoms of Coronavirus or have received a positive test result.
2. Only visit our school in person if it is absolutely necessary and make use of alternatives such as Google Meet, Zoom, TEAMS, telephone communication, wherever possible.
3. Sign into and out of school via the school office, leaving up to date contact details to support NHS Test and Trace.
4. Inform the headteacher and go home immediately if you develop any Covid-like symptoms whilst you are in school.
5. Access a test immediately and inform school of the result as soon as possible.
6. Inform the school if you have a positive test result within 14 days of your visit.
7. Maintain exceptional levels of hand hygiene at all times. Washing hands when leaving home, sanitising when arriving at school, when entering or leaving a new environment and regularly washing hands throughout the school day.
8. Sanitise your hands when you enter and exit the school building and when you enter and exit a room within school.
9. Limit your contact with other adults on site and maintain a 2m both inside and outside the school building. Wear masks when entering the school site and until you are able to socially distance of 2m.
10. Use and promote 'catch it, bin it, kill it'.
11. Avoid touching your mouth, nose and eyes.
12. Follow the safety posters around school, understanding that adherence to these rules and maintaining a clean school environment is everybody's responsibility.
13. When working with children and young people, maintain a 2m distance wherever possible. If you need to work closely with a child, do so side by side rather than face to face and remember that any person should not be within 1m of another for more than 15 minutes.
14. Bring your own resources (pencils, pens etc) if you need them during your visit.
15. Work and meet outside if at all possible.
16. Read the school's full risk assessment before attending site and ask for additional guidance and support at any time if you are unsure. Please agree that you have read the full risk assessment on the school website.

THANK YOU!