



Lisnagelvin Nursery School

Visitors Policy Procedures for Visitors (COVID-19)

Rationale

Lisnagelvin Nursery School will continue to establish good relationships with our local communities and external agencies during the COVID-19 pandemic, in order to support our children, staff and families. Therefore, measures will be put in place to support us, in accordance with Public Health Agency guidance.

The principal in consultation with the Governors and staff has carried out a risk assessment with reference to visitors on site during the current pandemic. The additional precautions listed in our risk assessment are now in place. It is agreed that at present, where possible, only ESSENTIAL VISITORS, or those agreed and pre-arranged with COVID-19 protocols and policies in place will be allowed into the Nursery School.

The main purpose of a Visitors Policy in Lisnagelvin Nursery School is to ensure that Health and Safety measures for all visitors are established and followed to prevent the spread of COVID-19 within the school community. In order to achieve this all staff will be aware of the appropriate procedures to follow when a visitor arrives at our nursery.

Aims

- To promote a warm and welcoming ethos to all our visitors with appropriate Health and Safety measures in place to ensure the safety of the whole school community.
- To prevent the spread of COVID-19 within the nursery and the extended school community.
- To make all staff aware of the appropriate procedures to follow when a visitor arrives at our nursery.
- To make all parents aware of our Visitors Policy so they can support the nursery staff in its implementation.

Policy Implementations

The policy will be put into effect by the following strategies:

- All visits to the school must be arranged prior to attending, either by telephone contact with the school office or by contractual agreement.
- Signage on front gate and on pathway to reception door reminding visitors to keep their distance.

- Lisnagelvin Nursery School is following PHA Guidance therefore if the visitor to nursery:
 - has had any of the symptoms of COVID-19 in the previous 14 days they must not enter the school building i.e. cough, fever, a change to your sense of smell and/or taste
 - has travelled internationally in the past 14 days they must not enter the school building
 - has been in contact with anyone who has tested positive for COVID-19 in the past 14 days they must not enter the school building

On arrival to Nursery School:

- All visitors must:
 - put on a face covering before entering the nursery
 - sanitise their hands using manual dispenser as they enter the building
 - sanitise their shoes on the disinfectant mat as they enter the building
 - wash their hands using the visitors toilet facilities
 - sign the visitors book using their own pen - if they do not have a pen one will be provided which will be cleaned with an anti-bacterial wipe after use
 - provide us with contact details for tracking and tracing should it be necessary
 - report to the office

If staying for a period of time on the school premises visitors must:

- wear a face covering at all times: disposable face masks are available in the front hall
- regularly wash hands with soap and water using the visitors toilet facilities
- follow all PHA guidance on personal hygiene, hand hygiene, respiratory hygiene and reducing risk in relation to COVID-19
- maintain a social distance of 2m between staff, and where possible a safe distance with children
- use the visitors toilet as opposed to the staff toilet facilities - follow the displayed instructions to sanitise the main touch points using the anti-bacterial wipes provided
- if working with a child or a group of children clean all surfaces/ resources with the disinfectant spray and/or disposable wipes provided at the end of each session and in between sessions with different children. (If a child becomes ill during the session inform the teacher immediately)

Essential Visitors are defined as:

- Educational Psychologist
- Speech and Language Therapist
- Nursery Health Visitor
- Early Years Inclusion Team
- Child Protection Officer
- Social Worker
- Jo Jingles Staff – Music and Movement Programme
- Parents by Invitation
- Substitute Teachers and Substitute Nursery Assistants
- Lisnagelvin Nursery School Governors
- ETI
- Essential Maintenance
- All deliveries can be signed for at the front door. There is no necessity for delivery staff to enter the building.

The principal in consultation with the Board of Governors have agreed that all non-essential visitors are to access the classrooms at a time when pupils are not in their class, where possible e.g. non-essential maintenance.

Resources

- Hand sanitisers
- Shoe sanitising mat
- Appropriate signage on main reception door
- Appropriate signage in visitors bathroom area
- Disposable masks
- Disinfectant spray
- Disposable disinfectant wipes

Monitoring and Evaluation

The monitoring and evaluation of the effectiveness of this policy will be carried out on an ongoing basis by the principal and nursery staff. Appropriate alterations will be made to this policy following ongoing review.

- **Policy date:** September 20
- **Review date:** Ongoing as per updated directives from DENI
- **Presented to and agreed by BOG:** October 20