



Visitor Protocol for The Brookfield School:

All visits must be pre booked with a member of school staff and contact details including a telephone number supplied. Please do not arrive more than 5 minutes early for your appointment. You will be asked to wear a face covering so please bring one with you. We do have spares in school.

Wherever possible, visits in person are discouraged and we ask you to consider using an online medium.

All visits will be booked from 9:10am, once the last class of pupils has arrived in school and not between 2.15 pm and 2.50 pm as pupils leave the site.

Please do not come in to our school 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 your sense of smell or taste.
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- When you come into our school please follow these instructions to keep both you and our children safe:
 - Use hand sanitizer provided in the front area.
 - Sign in with the office staff. You will be given a VISITOR sticker not a lanyard.
 - Limit the number of personal belongings you bring with you to a minimum but do bring a drink flask if required.
 - Bring no accompanying visitors unless previously agreed with the school.
 - You must maintain social distancing whilst in the waiting area.
 - When using the toilet please ensure that you leave the facilities, as you would expect to find them using the anti-bacterial spray and wash your hand thoroughly.
 - If you are seeing a series of children on your visit, please ensure that there is time to clean the desks/chairs between children and sanitise your hands.
 - Please maintain (if possible) a 1m distance between you and the child you are working with. Please be aware that not all our pupils wear face coverings, in line with Government advice.
 - A member of school staff will collect the child that you are visiting or if you have to collect a child from their class. The child will be sent out to you by the class teacher/TA.
 - Any necessary classroom observations will be conducted following social distancing guidelines or from the classroom doorway.
 - Please wear face covering whilst moving around the school corridors (a supply of masks are kept in the office, please ask if you need one). You can take off your face covering when in the designated office space or feel free to continue wearing a face covering if you feel more comfortable.
 - Please let us know any of any personal circumstances or concerns you may have as soon as possible.
 - Please ensure adequate ventilation in the room when you are working with children. Windows and doors should be open as much as possible whilst still maintaining confidentiality.
 - Upon leaving the school, please let a member of the office staff know so that they can sign you out and sanitise your hands when you leave.
 - You must let us know if NHS Track and Trace contact you or if you develop symptoms of COVID19 or test positive in the next 10 days.