



Dove Bank Parent & Visitor Protocol – Autumn 2020

We aim to have meetings with parents over the phone or online via Zoom or Teams. However, if this is not possible and a meeting needs to take place in school the following protocol is in place. This also applies to all other visitors to the school. A record of all parent meetings will be kept to help support NHS track and trace. The following procedure needs to be followed to ensure we minimise the risk of coronavirus:

- Member of staff to arrange a suitable time and room for the meeting.
- Any rooms used needs to be well ventilated and large enough to ensure a 2m distance can be maintained.
- Parent/carer or visitor will sign in using the electronic sign in system in the school foyer and use the hand sanitiser provided.
- Parent/carer or visitor will be asked to bring their own equipment to the meeting i.e. pen, paper etc.
- On the day of the meeting, a member of staff will need to call the parent/carer or visitor and ask the following (this can also be done on arrival if a call is not possible):
 - Have you had any COVID-19 symptoms in the last seven days?
 - High temperature
 - New continuous cough
 - Loss of taste or smell
 - Have you been tested positive for Covid-19 in the last ten days?
- Parent/carer or visitor will enter school via the main reception at the time agreed and should not arrive early.
- Parent/carer or visitor will be asked to wear a mask whilst in the school building (unless there is a good reason why they are not able to).
- A staff member will escort the parent/carer or visitor to the meeting room or relevant area of school and they **MUST** ensure a 2m distance is maintained at all times.
- If a signature is required, the parent/carer or visitor will be asked to use their own pen to sign the document.
- If staff need to handle documents, they **MUST** wash their hands or use a hand sanitiser.
- At the end of the meeting, the staff member will escort the parent/carer or visitor to the main reception.
- Staff need to wash/sanitise their hands.
- For meetings with parents/carers, after the meeting, the relevant staff member will record the details on CPOMS.