



# HERONS' MOOR ACADEMY

## PROCEDURES FOR VISITING PROFESSIONALS DUE TO COVID-19

**Sept 2020**

These guidelines outline our expectations and procedures for all visiting professionals in order to minimise the risk of Covid-19 transmission within Herons' Moor Academy. It is essential that we all work together and continue to be vigilant in adhering to these guidelines in order to mitigate the risk and promote safe working practices for both our children and staff, as well as the wider community.

### **Is the visit essential?**

We ask that all professionals only attend the site if absolutely necessary. Our staff will be happy to communicate via email, telephone or video call.

## **An essential visit**

If a visit is essential then it must be pre-arranged with the Principal, Vice Principal, Assistant Principal or Operations Manager.

Email:- [shool@heronmoor.co.uk](mailto:shool@heronmoor.co.uk) Tel:- 01934 427373.

If the visiting professional deems it necessary for any additional visitor to be present (e.g. a parent or carer) this must also be pre-arranged.

No professional should visit if they (or anyone in their household) is displaying symptoms.

## **Access to Herons' Moor site**

If a pre-arranged visit is authorised then the visiting professional will be expected to arrive at the reception area wearing a face covering. They will be advised to sign in (in order to assist with the Government test and trace system) and then required to wash or sanitise their hands. Reception staff will advise a member of the Senior Leadership Team of the arrival of the visitor and they will collect and escort them to the designated area of the building that they will be working from. Under no circumstances will a visitor be able to access any part of the building unaccompanied.

## **Social Distancing**

Hérons' Moor Academy has created a hub system known as “bubbles” and the expectation is that staff and students remain within their allocated bubbles. Each bubble is allocated a classroom.

Visiting professional must not enter classrooms at any time in order to minimise opportunities for cross-contamination. Instead they will be expected to meet any staff, students or parents within a pre-arranged designated area.

## **Designated visitor space**

Whenever possible, the meeting room adjacent to the admin office will be used by visiting professionals. This must be pre-booked and cleaned after use. This is with the exception of external music teachers who will use the library, and Future Stars who will use the sports hall and outside space.

## **Cleaning**

Appropriate cleaning products will be made available in any place dedicated for visiting professionals. All surfaces must be cleaned thoroughly after each use of the room including between visits of different pupils and staff.

## **Visitors toilets and staff room**

On arrival all visitors will be shown the staff toilets and staffroom spaces which they will be able to use.

## **PPE**

All visiting professionals will be expected to bring their own PPE which must be appropriate for the work they will be carrying out within the school. They must adhere to relevant guidance.

## **General Guidance which must be followed:**

- Wash hands for 20 seconds or more (or sanitise) frequently throughout the day. Please use paper towels in preference to hand dryers wherever possible
- Please follow 2 metre social distancing guidance
- Do not access the Baytree side of the building and only use the rear stairwell. The lift should not be used unless absolutely necessary
- Prop open doors where safe to do so to reduce contact points being touched but do not compromise fire safety or safeguarding procedures
- Clean surfaces, toys, play equipment etc throughout the visit
- Do not use soft toys, fabric or any soft items. Only use resources which are easily wiped. If use of soft or fabric items cannot be avoided they must only be used by only one child and then quarantined for a 72-hour period before another child can use them.

- Please alert the Operations Manager (or member of SLT in his absence) if cleaning products need replenishing

## **Safeguarding**

**All visitors must inform the designated safeguarding lead of any safeguarding concerns immediately**

A designated safeguarding lead will always be on site (Designated Safeguarding Lead :-Mrs. Fox  
Deputy Designated Safeguarding Leads Mr . Beesley/Mrs. Harris/Mrs. Tucker/Mrs/ Donnelly).