

14/09/2020



LANGLEY  
PRE-PREP PREP SENIOR SIXTH FORM



### COVID-19 (Coronavirus): Visitor Policy

In response to the global COVID-19 outbreak, Langley School is implementing a visitor policy to safeguard the health and wellbeing of our school community.

This policy has been developed in accordance with Government guidance and the advice and guidance given by Public Health England (PHE). This policy sits alongside safeguarding and data protection procedures, which should be followed in accordance with our usual safeguarding and data protection policies and procedures.

To protect all in the school community, we would ask anyone who meets any of the following criteria not to visit the school until they have completed the specified self-isolation period and remained symptom-free.

- All visitors should register attendance in line with government 'test and trace' guidance.
- Any individual who is self-isolating based on specific Government, PHE or NHS advice.
- Any individual who has been in close contact with a confirmed case.
- Any individual who has been in close contact with a suspected case.
- Any individual who is displaying potential symptoms of COVID-19 including a temperature, a persistent cough or flu like symptoms.

Should you develop symptoms of COVID-19 after your visit please email [coronaupdate@langleschool.co.uk](mailto:coronaupdate@langleschool.co.uk) giving as much detail as possible.

We also ask all visitors to respect our position of avoiding personal contact, such as shaking hands, and that you follow current advice on the prevention of spreading the virus. Please be aware that a **face covering should be worn at all times unless you fall within a category that holds a medical or disability exemption.**

#### Parents

Parents are kindly requested not to enter the school buildings unless this is essential and should access the school only by registering at one of the School Receptions. Please do continue to communicate with the school via telephone and e mail, where possible.

#### Peripatetics and visiting tutors

All visiting tutors should sign in at one of the Main Receptions or with their assigned department where prior arrangements have been made. Langley School policies and procedures must always be adhered to.

#### Contractors

All contractors must follow the Langley approved contractor procedures and must pre-arrange any maintenance/service visits with [estates@langleschool.co.uk](mailto:estates@langleschool.co.uk) registering with the Estates receptions on each day of attendance.

#### Post and Deliveries

**Senior Site:** All postal/courier deliveries should be made to the Estates Office and deposited in the assigned holding area. Catering deliveries should be pre-arranged to enable supervised receipt.

**Prep Site:** All postal/courier deliveries should be made via the Main Hall School Entrance. Catering, cleaning and estates deliveries should be pre-arranged to enable supervised receipt.

#### All Other Visitors

Please register at the Main House Reception (Senior Site) or School Office, Main Hall (Prep Site)

#### Sign in books and delivery receipts

Where possible paper sign in should be avoided or completed by reception or the delivery driver. Where paper sign in is required, personal pens/pencils should be used whenever possible, if pens/pencils are shared they must be put out of use for the recommended decontamination time scale prior to being reused.