



8 Coventry Road, Bulkington, Bedworth, Warwickshire. CV12 9ND. Telephone 02476 318436

**84. Visitors Policy COVID-19 (Coronavirus)**

**To all visitors - Please read**

**To ensure the safety and well-being of everyone at Shapes Day Nursery and their families, we have put stringent measures in place to reduce and manage the number of visitors that we receive.**

**Please do not visit the nursery unless you have a prior appointment with a member of the management team.**

**Anyone who attends the nursery without an appointment will be asked to reschedule their visit. This action is being taken to ensure that we can minimise the number of people on our site at any one time, and that there is a member of staff available to walk you through our hygiene procedures.**

**Should you need to schedule an appointment, please ring 024 76318436**

## **What you need to know**

We take the safety and well-being of our children, staff and visitors incredibly seriously which means that we have had to make some significant changes to the way in which we register all visitors as a result of the current pandemic.

We regularly review government guidance to ensure that we remain compliant with Public Health England/the Health and Safety Executive's requirements for safe working practices. The stringent measures we have put in place, therefore, reflect the current guidance and focus on ways in which we can reduce the spread of the coronavirus.

## **Your support**

We will need to capture a greater level of personal detail than we have done previously from our visitors. This is to enable us to either pass details on to the NHS or to alert you if you have come into contact with someone that either has or is suspected of having COVID-19. These actions support the NHS's test and trace programme.

## **What is test and trace?**

"The NHS test and trace service:

- ensures that anyone who develops symptoms of coronavirus (COVID-19) can quickly be tested to find out if they have the virus,
- helps trace close recent contacts of anyone who tests positive for coronavirus and, if necessary, notifies them that they must self-isolate at home to help stop the spread of the virus."

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

## **Use and storage of your information**

All personal and sensitive information is stored in compliance with GDPR legislation and as the information you are sharing is only to be used to support the NHS test and trace programme, all information pertaining to your health and additional contact details will only be retained for 1 calendar month. We will, however, keep a record of your name, the purpose of your visit, the company you represent, the date and times of entry and departure as we would have done prior to the pandemic.

## **Limited access**

The management team will determine whether visits are permitted and whether specific conditions need to be applied. This means that limitations/conditions may be placed on your visit in order to keep children and staff safe and to avoid unnecessary

disruption. This does not, however, apply to regulatory bodies such as Ofsted, the Fire Service and the Police etc.

In all cases your identification will need to be confirmed. Photographic ID such as a driving license will help, as well as any documentation from your company.

In exceptional circumstances, the management team may need to bring the visit to an abrupt end and escort you off the premises. This could be for reasons such as the need to deal with an accident, having to step into ratio to cover a member of staff who has become ill or in rare circumstances, because of your conduct/behaviour.

The management team also reserve the right to refuse visits on the following grounds:

- the visitor does not have a pre-booked appointment,
- the visit is not deemed as essential in the current climate,
- answers to the COVID-19 questionnaire raise concerns about an increased risk of transmission,
- the identity of the visitor cannot be satisfactorily verified,
- the visit is in breach of a court order.

### **The expectation for visitors**

We ask that visitors:

- Record their details in accordance with this policy and complete the accompanying questionnaire
- Provide suitable forms of identification
- Agree to contact the nursery urgently should they or a member of their household experience COVID-19 symptoms or test positive for COVID-19
- Read the statement provided on evacuation procedures
- Read the statement provided on mobile phones
- Read the statement provided on injuries sustained on the premises
- Wear a badge to identify themselves to staff and children
- Follow the setting's hygiene procedures

### **Security**

Visitors will always be accompanied to ensure that they are never left unsupervised with the children in our care. The exceptions to this are Ofsted inspectors who have a copy of their DBS certificate, advisory teachers and specialist support teachers who visit our setting on a regular basis to deliver intervention programmes or provide support (providing that they are registered on the DBS update service).

Please now complete our COVID-19 questionnaire.

## COVID-19 Visitor's questionnaire

Name:			
Representing (company):			
Mobile/telephone number:			
Most frequently used email address:			
Purpose of the visit:			
Temperature reading (optional):			
Date of visit:			
Time in:		Time out:	

Please can you confirm the following:	Correct	Incorrect
1. I and the adult members of my household are aware of the symptoms of coronavirus (COVID-19).		
2. I have not tested positive for COVID-19.		
3. I have not had a high temperature within the last 14 days.		
4. I have not experienced a new, continuous cough (this means coughing regularly over the period of an hour, or 3 or more coughing episodes within a 24-hour period. If you usually have a cough, it may be worse than usual) within the last 14 days.		
5. I have not experienced a loss or change to my sense of smell or taste (things taste or smell different or you cannot smell or taste things) within the last 14 days.		

