

Visitors to be allowed entry to the School Sites

St Catherine's Church of England School

All visitors to St Catherine's Church of England School must have prior appointment before they are allowed entry into school.

To help reduce the transmission of COVID- 19 within the school, any visitor presenting themselves at either office without an appointment, should not be allowed entry into the school.

Visitors are not allowed to walk around the school unaccompanied at any time.

Below is a list of essential visitors/contractors who are allowed entry to the school with an appointment and once they have completed the Visitors Proforma with NHS Track and Trace details.

- ✚ Contractors – completing essential work or maintenance visits – arranged through the responsible department
- ✚ Contractors carrying out any Health and Safety Testing – Legionella etc. arranged through responsible department.
- ✚ Trainers for Health & Safety training where certificates need renewing – first aid etc. as the Government/HSE has now suspended extending certificates during the pandemic, arranged through responsible departments.
- ✚ HSE Inspectors – we are not allowed to refuse entry
- ✚ Ofsted officers
- ✚ Emergency personnel
- ✚ Parents – only if it is deemed absolutely necessary for a serious problem with the pupil and at the permission of the Executive Head or Head of School – unless meeting can be arranged virtually. Parents of pupils who are ill can pick up from outside.
- ✚ Others: only if it is deemed absolutely necessary and it is not appropriate to hold a meeting virtually and with the express permission of the Executive Head or Head of School.