

St Barnabas CE Primary School

Information for Visitors – Covid-19

At St Barnabas CE Primary School, the safety of all our pupils and staff remains a top priority. In order to minimise contacts, we are operating an 'essential visitors only' policy. Visits need to be pre-arranged and approved by the Headteacher.

As the coronavirus (COVID-19) outbreak continues, we are asking you to complete this form to help prevent the risk of exposure to and spread of the virus. Please hand this form to the office once completed. Please also sign in using the Visitor Book, remembering to print your name clearly.

Regular visitors should complete this form on their first visit and sign in on the signing in sheets as usual on future visits.

Following protective measures at our school

To ensure the safety of everyone at our school, we have implemented a series of strict infection control measures that must be adhered to at all times.

Whilst on the school site, we ask that you:

- Do not enter the building if you or a member of your household has symptoms of coronavirus (high temperature, new persistent cough, loss of smell or taste)
- Adhere to social distancing rules, keeping a two-metre distance from others
- Wear a face covering* in corridor areas and the staffroom where social distancing is more difficult and as directed when working with children
- Follow all signs and directions and stay only within the areas of the school that were agreed prior to your visit.
- Wash or sanitise your hands regularly including when arriving at and before leaving the school.

Hand sanitiser is available in the entrance, from the office, in the staffroom and in all classrooms (this is not for pupil use)

*wear a face covering apart from in the following circumstances:

- you have a legitimate reason not to wear one
- eating and drinking
- communication with someone who relies on lip reading, clear sound or facial expression to help with communication

NHS Test and Trace

All UK schools have an obligation to respond appropriately to the Government's advice regarding coronavirus. In order to aid the Government in fighting COVID-19 (coronavirus) and to help keep everyone safe as children return to school, the school will take part in the NHS "Test and Trace" service.

If there is a suspected or confirmed case of COVID-19 then we may be required to share staff, students, parents and visitor's personal data with NHS Test and Trace, who act as a Data Controller in their own right. We may also share this information with the Local Authority, who will use it for the purposes of COVID-19 prevention and detection only.

This information may include your full name, date of birth, contact details and medical information.

We will keep a record of any information shared.

If the NHS Test and Trace service contacts you, the service will use text messages, email or phone.

All information which we share through this service is shared in accordance with Article 6 and 9 of the GDPR:

Article 6(1)(e) 'processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller'

Article 9(2)(i) 'processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of healthcare'

For more information about the service please see the Government guidance and Public Health England's privacy notice:

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

<https://contact-tracing.phe.gov.uk/help/privacy-notice>

Please tick this box to confirm that you understand and agree to follow the measures outlined above.

Your details

Full name	
Company/organisation	
Date of visit (or regular pattern of visits)	
Purpose of visit (Name of class / pupils/ staff member you are working with)	
Telephone number	