

# COVID ADDENDUM TO EXTERNAL VISITORS AND CONTRIBUTORS IN SCHOOL

**Date:** September 2020

## **External visitors and contributors in school Covid addendum**

During the period of lockdown, visitors in school were kept to a minimum. As of September 2020 we need to ensure that we return to normal and our colleagues are given the opportunity to return to supporting our young people and our curriculum.

We will limit the number of external visitors in school to the barest essential during week commencing 7.9.20 and 14.9.20. Following that we can invite the following in to meet with our young people. The table below identifies who and when can come into school and which member of staff is responsible.

Each member of staff who is lead will be required to share with the external colleague/contributor the expectations of the school in terms of physical distancing, face coverings, hand hygiene and the one way systems. Crucial before inviting in a colleague, the importance of where they will be based needs to be thought through. With space at a premium and with most staff having to use different areas around school, it is important that we think through carefully where these colleagues can be based and whether or not remote delivery would be better.

<b>Colleagues</b>	<b>Falinge lead</b>	<b>Date can return from</b>
Rochdale Music staff	Emma Williams	21.9.20
Social Workers	Kate Broadhurst	Immediately
Early Help practitioners	Claire Heywood	Immediately
Youth Service workers	Louise Pottinger	Immediately
Early Break workers	Louise Pottinger	Immediately
School Nurses	Louise Pottinger	Immediately
School Based Police Officer	Louise Pottinger	Immediately
Speech and Language Therapist	Julia Turrell	Immediately
Clinical Psychotherapists	Paula O'Reilly	28.9.20
Manchester City in the Community	Michelle Facchinello	28.9.20
LA officers and governors	Janice Allen	21.9.20
Curriculum enrichment	Janice Allen	28.9.20

Each visitor will be required to leave their details as outlined in the Health and Safety Risk Assessment to support with Test and Trace. All DBS and Safeguarding procedures will follow as normal. Before colleagues return, the lead member of Falinge staff will direct colleagues to the website so that they understand the health and safety risk assessments required by the school.