

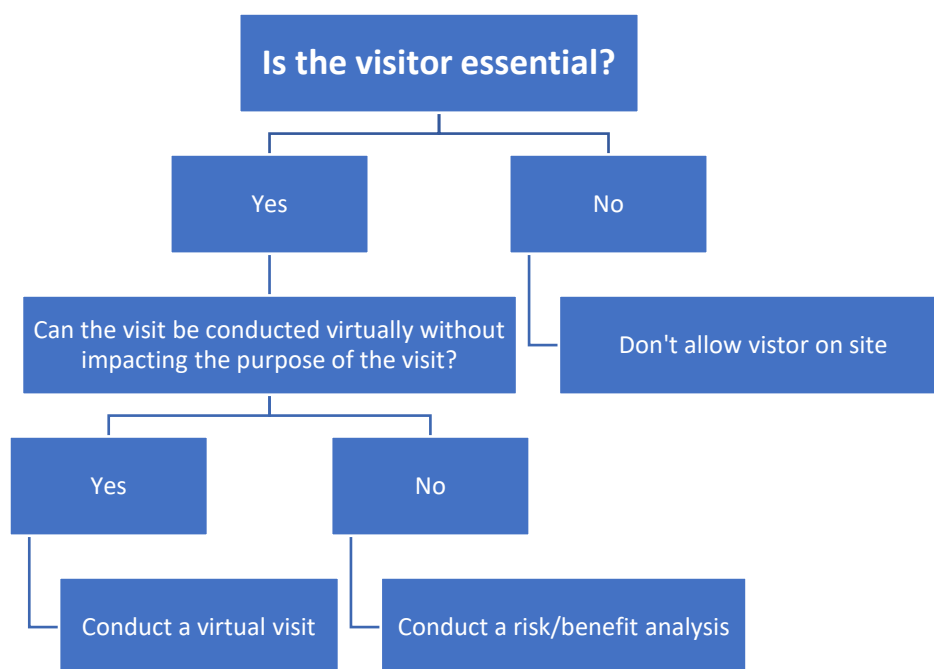
# External Visitors Policy – Covid-19 – November 2021 Updated



National Guidance states that schools should limit the external visitors to the school during school hours.

Parents should come into school buildings only when strictly necessary, by appointment, and ideally only one at a time (unless for example, an interpreter or other support is required). Any such meetings should take place at a safe distance, and so the use of small offices may not be suitable, for example.

In order to ensure that the welfare of children's needs is met, schools need to determine which services are needed on site and which can be done virtually. A risk-benefit analysis should take into consideration both the risk of additional visitors on the school site against the potential impact on a child's welfare, health and wellbeing if the visit doesn't take place. The flow chart below indicates at what stage the risk-benefit analysis should take place. For the visitor to come on site the conclusion of the risk-benefit analysis should be that the benefit of the visitor coming on site far exceeds that of the visitor not coming on site.



If visitors do come on site, they should follow your school Covid-19 risk assessment. If the visit is going to take place outside of the scope of your risk assessment, then an additional risk assessment should be conducted.