



BROADWATER
CHURCH OF ENGLAND
PRIMARY SCHOOL

Rectory Gardens
Worthing
West Sussex
BN14 7TQ

TEL 01903 235389

EMAIL office@broadwaterce.org

Headteacher: Mrs Natasha Simpson

www.broadwater.w-sussex.sch.uk

Notes for any visitor to the school including: Contractors, West Sussex staff, Supply Teachers, Peripatetic Teachers, Students, I-I Tutors and Volunteers **Update December 2021**

In light of rising COVID-19 cases, we have updated our risk assessment. To minimise any risk of cross contamination to or from themselves as well as our staff and pupils The follow guidance applies to ALL visitors to the school including: Contractors, West Sussex staff, Supply Teachers, Peripatetic Teachers, Students, I-I Tutors and Volunteers.

Please be vigilant and read the safeguarding statement on entry. If you are visiting the school on a regular basis you will receive safeguarding information and training.

Entering the school:

- DO NOT ENTER THE SCHOOL if you have any symptoms of COVID-19.
- All visitors must enter via the main entrance only.
- All visitors must wear a mask on entering the school.
- All visitors must sign in via the electronic system in the entrance. Hand sanitizer is available to use **before** and **after** use. Information provided will be used if Track and Trace is required.

Face coverings:

- Face coverings are to be worn in communal areas.
- Contractors and delivery personnel **must** wear face coverings throughout their time in the school building.
- Peripatetic teachers/volunteers/WS staff to wear face coverings in the corridors and communal areas where social distancing is not possible.
- Supply Teachers, Peripatetic Teachers, Students, I-I Tutors, Volunteers and visitors can remove masks whilst working with children (ensure the face covering is disposed of responsibly or stored in a sealed bag).

Social Distancing:

- Please remember to maintain social distancing wherever possible from children and other adults. It is the individual's responsibility to adhere to the Government guidance. Walk on the left-hand side of the corridor.

Equipment:

- Adults must use own cups and equipment. If school equipment is used, then it must be wiped down afterwards.
- Please use the same desk or seat whenever possible.
- Please keep all of your belongings with you.

Hygiene:

- Anti-bac hand sanitizers are situated throughout the school. Please use on entering and exiting the school, before and after working with a child /group of children.
- Regularly wash hands throughout the time spent in school.

Movement around the school:

- Use allocated rest room facilities.
- If eating, follow school representative's safety guidance e.g. allergies awareness no nuts on site.

- Volunteers/Peripatetic Teachers- please eat in teaching area or leave the school site. Please do not enter the staff room areas.

Fire Safety:

- In the event of a fire please exit the building via the nearest exit and make your way to the assembly point on the field. Please make yourself aware of your nearest fire exit. School representative will support with this.
- In the event of evacuation or Lockdown, please follow instructions from Senior member of Staff.

Individual Needs:

- Please inform the Office (in advance or on arrival) if you have specific or individual needs or require special access arrangements.

If you are working with children, you may need to follow further volunteer school guidance which will be provided on arrival.

If you have any questions, please ask at the office on arrival. You will be asked to sign the register to say that you have read this information.

Mrs Anna Corless
Deputy Headteacher