



## Guidance for Visiting Specialists and Professionals

Waddesdon School are happy to facilitate **essential** visits from professionals. Where possible and practical, meetings should be held virtually. All visits must be by **pre-arranged appointment**.

- Follow Government guidance regarding isolation and DO NOT come to school if you have a high temperature (37.8 or higher), continuous cough, or loss of smell or taste.

### Before Visiting

- Ensure you are familiar with and follow the guidance issued by your organisation.
- Confirm your appointment by telephone.
- Avoid bringing unnecessary equipment or belongings.
- Bring PPE equipment as directed by your organisation.
- Ask to read the school's risk assessments if you have any concerns.
- Advise the school of any personal or individual risks concerning your visit, which you feel we should be aware of.
- Please attempt to minimise the number of different settings you are visiting, especially on the same day.

### During Your Visit

- Call reception from the car park on your arrival for directions.
- Ensure you provide reception with your name and contact details, to ensure track and trace procedures can be implemented if needed.
- Wash/sanitise hands on arrival, departure, and on entry and exit to each building.
- Maintain a social distance of 2m whenever possible.
- Follow the school's one-way system as directed by the signage.
- Follow Government guidance on good hygiene, e.g. 'catch-it, bin it, kill it'.
- Wherever possible meetings will be held within student bubbles, the Boardroom, or possibly outdoors.
- Where it is necessary for visitors to cross bubbles, PPE should be replaced between bubbles/students.
- Ensure windows and doors are left open in meeting spaces.
- Please only share essential resources that can be easily cleaned, ensuring they are appropriately cleaned before and after use.
- Please do not share resources between students.
- Please avoid putting personal items on surfaces, as far as is practical.
- Please bring your own food and drinks for personal use.
- If you feel unsafe at any point during your visit, please end the visit immediately and report your concerns to reception via telephone.

### After Your Visit

- Please dispose of used PPE safely
- Remember to notify reception that you are leaving.
- Provide feedback to school staff asap via email or telephone.