



Dorothy Barley Junior Academy  
Ivinghoe Road  
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## **DBJA Visitors to Schools Guidance During Covid-19**

If your visit to DBJA is an essential one, we would nevertheless ask that you refrain from visiting if:

- you have travelled from or transited through any of the countries or areas that are currently on the quarantine list in the past 14 days.
- you have developed a fever (above 37.8C) or a new, continuous cough or loss of taste or smell within the last seven days.
- anyone in your household is required to self-isolate in accordance with Government guidelines.

For the avoidance of potential embarrassment, we would also like to advise you that the school is currently operating a 'no handshake' policy for all members of its community.

We apologise for not being able to give you our usual warm welcome, but we must take the current situation very seriously and look after the welfare of our pupils and staff.

If you have any questions, please contact the member of staff you were due to visit.

### **How are DBJA keeping our community safe?**

As we return to school for the start of the new academic year, please note that visitors to our school are permitted strictly by appointment only, and only when your visit is essential.

If you are visiting our school with an appointment, please make sure that:

- You sign in on arrival (both with the electronic sign in and Covid Track and Trace Log)
- You wash and/or sanitise your hands when you arrive and as frequently during your visit
- You carry a mask or face covering and wear it as required
- You maintain a safe distance (at least 1 metre, and ideally two meters) from other people at all times

We have comprehensive processes in place to keep our community safe. Further details are available on request, but key points include:

- We have developed a clear protocol and provision in the event of a member of staff or pupil presenting with COVID-19 symptoms while at school. This includes a clearly defined safe area for isolation until an individual can be collected to go home.
- We have put in place enhanced sanitising facilities including the installation of hand gel dispensers at all external entry points, on entry to all classrooms and at key points around the school
- We have provided tissues for all classrooms, along with lidded waste bins for the safe storage of used tissues.
- We ask all staff and visitors to wear masks in shared areas where social distancing is difficult. Masks are optional in classes.



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- We have in place a comprehensive communications plan, delivered through posters across the site and verbal reminders from staff, to ensure good hand and respiratory hygiene.
- We have significantly enhanced cleaning provision. All our cleaning staff have received specific training on cleaning for Covid-19.
- Our children have been grouped in “bubbles”, to help minimise any unnecessary contact and enable us to track any close contacts quickly if need arises.
- We are enforcing social distancing: verbal reminders and posters are reiterating the messaging, classrooms and dining rooms have been laid out to minimise face-to-face or cross bubble contact, and physical reminders such as barriers and line markings are in place to minimise inadvertent contact.
- We have designated discrete, distinct bubble drop off and pick up times to avoid mixing at the beginning and end of each day.
- We have strict controls in place to ensure parents/carers do not come into school unless it is essential, and by appointment only.
- We have communicated that parents and carers are expected to wear face masks at drop off and collection times
- All staff have completed a variety of safety training and induction in respect of Covid-19. They have contributed, through questions and comments, to the school Risk Management Plan.

### How, as a visitor, can I help?

Limiting the spread of infection is everyone’s responsibility. You can help us to keep our community safe by:

- Washing your hands frequently, with soap and water.
- Using tissues (or the crook of your elbow) whenever you need to cough or sneeze, disposing safely of your used tissues and washing your hands immediately.
- Staying at least 2m apart from other people
- Staying away from school if you have symptoms, have tested positive for Covid-19, or have been in close contact with a confirmed case, in line with Government guidance.
- Respecting and supporting all of the safety measures that we have put in place.
- Wearing a mask whilst on site at all times
- Remaining in the room you have been allocated whenever possible during your visit
- Sticking to the ‘one adult at a time’ rule when using the toilet facilities and sanitising on the way in to the toilet and on the way out
- Use Year 3 Apple Classroom if you need somewhere to eat your lunch or have a drink. **Visitors must not use the staffroom.** Please wipe down any surfaces touched with the cleaning materials provided regularly and when you leave. Tea/coffee and refreshments will not be offered to visitors during current restrictions so please bring your own. All cups of hot liquid must be covered for health & safety reasons.

**Thank you for helping us all stay safe.**