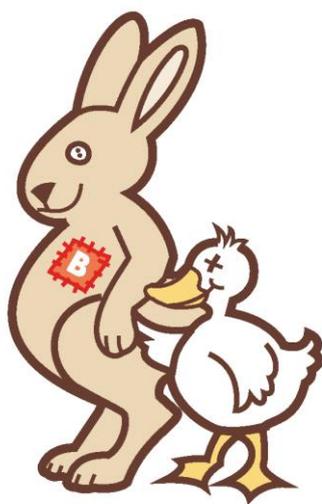


School Visitor and Student Policy



BALLYMONEY NURSERY

SCHOOL

RATIONALE

At Ballymoney Nursery School our priority is to minimise the risk of Covid-19 and ensure the safety of all staff and pupils. Due to the unprecedented times that we are living in due to the Covid-19 pandemic our visitor and student policy has been amended.

IMPLEMENTATION

Visitors

- Attendance will be restricted to children and staff and when necessary parents/carers and our professional partners.
- Permission will be sought from parents before professional partners will work with any children. These visits will take place in the hall away from the classes and other staff.
- Deliveries and postal personnel must not enter the building. If items are very big and heavy, deliveries can be deposited in the school if the personnel is wearing a mask.
- Any essential building maintenance will be done outside operational hours and where this isn't possible it will be carried out in locations where there are no staff and children. All maintenance workers will wear face coverings.
- All visitors to the school will be required to complete the appropriate track and trace information.
- Unfortunately, there will be no Stay and Play session or parental attendance at showcase events.

Students

- Co-ordinator for Students is Mrs Jennifer Trimmings.
- For the 2020-21 school year, the decision was made to have no students during the first half term and this would then be reviewed. In November 2021, it was decided there would be a maximum of one student in a class at a time.
- When students (college, university or work experience) do return to be placed in the school they must have indemnity insurance provided by their respective place of study. All paperwork must be brought to the school completed and signed off by the Principal before any placement can start within the school.

- Teaching students will be expected to attend staff meetings and school development days.

Code of Conduct

- Only students who are symptom free, completed any required isolation period or have achieved a negative COVID-19 test result can attend the setting.
- Students are required to inform the principal of any changes in their health as soon as possible.
- Students may choose to wear a face covering during the day.
- Students will remain with the same bubble/class and where possible will not encounter other classes/bubbles during the morning or afternoon sessions.
- Students will adhere to vigorous, personal hygiene and hand washing routines; wear clean clothes and contribute to continual vigilance and supervision of children's handwashing each day. PPE will be available for staff when they are required to use it.
- Students will avoid contact with each others including handshakes, hugs and will adhere to social distancing rules.
- Where possible training and meetings will be held via virtual conferencing facilities and when meeting in person, staff will wear face masks and sit 2 metres apart.
- Testing - any student experiencing symptoms will avail of COVID-19 testing.

- Anything that happens within the Nursery is completely confidential and should not be reported out with the Nursery setting.
- Students should discourage children from sitting on their laps. Children should be firmly but sensitively moved to a chair of their own if they sit down on an adult's knee.
- Children should not be lifted, carried around or hugged unless they are being comforted e.g. after an accident.
- Appropriate language should be used at all times when talking to children.
- A child must not be put down, criticized or compared to another child.
- When a child displays unacceptable behaviour, it must be made evident that it is the behaviour that is unacceptable and not the child

This policy will be reviewed bi-annually or as required in the light of new National/Local initiatives or change in practice.

November 2020

M. dlanna

Chairperson

Date

10th February 2021

*Yvonne
Thompson*

Principal

Date

10th February 2021