



Northern Parade Schools

King's Group Academies

admin.np@kingsacademies.uk

www.npschools.co.uk

Executive Headteacher: Mr R Hunter

Head of Infant School: Mrs R Carlyle

Head of Junior School: Mr W Beadell



Doyle Avenue
Portsmouth
Hampshire PO2 9NE
Tel: 023 9266 2129

Is your meeting/family liaison session COVID-secure?

Please follow this advice:

The lead person at the school must let other people attending meetings/school visits etc. that this is our protocol. **These meetings MUST be pre-booked.**

They should follow these rules:

If working with children, parents will need to be informed of these protective measures BEFORE the contact takes place, by the person leading the contact/meeting.

- 1) Only attend school IF this is the most effective way of working.
- 2) If, on the day you are attending school, you have COVID symptoms (continuous cough, high temp and/or loss of taste and smell) **DO NOT ATTEND SCHOOL.**
- 3) On arrival, before signing in, wash your hands for 20 seconds with soap and running water or sanitise your hands. **You must sign in at the office and take a visitor badge and give your contact details.**
- 4) You will be allocated a location to work with children or to attend a meeting. The space must be big enough to ensure social distancing. Please bring the minimum amount of personal possessions.
- 5) Make sure the space is well-ventilated (eg open windows)
- 6) Try to socially distance from the child (other colleagues) you are working with (minimum 1m) and try to work side by side with them rather than face on
- 7) Check the child, and/or other meeting members, have washed their hands before they come in.
- 8) There is no expectation that you wear PPE – unless walking through confined areas.
- 9) Let staff know if children you are working with develop symptoms during the time you are working with them
- 10) Inform the school - via NHS Test and Trace - if you develop symptoms and have a positive test as soon as you get the result
- 11) You must not bring any other accompanying adults (eg trainees) unless this has been agreed by the school lead.
- 12) If you have to do a classroom observation this must be done following social distancing guidance.
- 13) If seeing more than one child from a different bubble you MUST clean desks/chairs etc between sessions.



Any information that you provide will be handled in accordance with the Data Protection Act, GDPR and Northern Parade Schools privacy policy which can be found on our website.

Kings Group Academies is a company registered in England and Wales with company registration number 09017776.