

COVID-19 VISITOR GUIDELINES

Langham Oaks School is asking for the support and understanding of our visitors in helping us minimise the risk of COVID-19.

Langham Oaks continues to take guidance from Public Health England. Taking this into account, we are now limiting access to the site to essential visitors only. If you are unsure as to whether your proposed visit is considered essential, please email the School Reception.

If your visit to Langham Oaks 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 currently on the UK's quarantine list in the past 14 days.
- you have developed a fever (above 37.8C), a new, continuous cough or experienced loss of smell within the last seven days.
- anyone in your household is required to self-isolate in accordance with Government guidelines.

Along with all members of the Langham Oaks community, any visitors to the School should wash their hands with soap and water before leaving home and once they arrive at Langham Oaks. Gel hand sanitiser will also be available on arrival and throughout your visit.

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.

For compliance with the government's Track and Trace programme, please complete the information below and return to reception.

Name _____

Contact Number _____

Records and Data Protection

The SEAX Trust processes all personal data collected in accordance with its Data Protection Policy. All personal data is held securely and accessed by, and disclosed to, individuals only for the purposes of satisfying necessary procedures. Personal data in relation to COVID-19 will be held securely for a period of 28 days from the time of collection. At that time it will be confidentially destroyed. Inappropriate access or disclosure of such data constitutes a data breach and should be reported in accordance with the Trust's Data Protection Policy immediately.