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**John Scottus Pre-School**

**Visitor & External Delivery Policy**

This policy will be available to view and examine by all members of the school community: Parents, Staff, Board of Management and Trustees. They will be available for inspection in the Pre-school classroom in Old Conna, Ferndale Rd, Rathmichael, Co Dublin and on our School website.

Child Care Act 1991 (Early Years Services) Regulations 2016 (Síolta Standard 2: Environments, Síolta Standard 9: Health and Welfare) (National Standard 12: Health Care, National Standard 20: Safety)

**Statement of Intent:**

It is our policy to limit the number of external people who enter our premises at this time to ensure the safety and health of our children and staff.

**Policy and Procedure:**

* Visitors are limited to essential visits
* External deliveries are limited

**Visitors**

* Visitors will be limited to essential visits and where possible will occur outside school times
* Visitors will enter through a separate entrance.
* Visitors will be asked to sanitise their hands before they enter.
* Visitors will be asked to wear a mask for their duration on the premises.
* Visitors will be invited to wash their hands on entry.
* Visits will be kept to the minimum amount of time possible.
* Visitors will be asked to complete the Health Declaration Form in advance of their vitsit.
* Visitors will be logged on the comments section of the attendance she for the class they are visiting.

**External Deliveries**

* Where possible external delivery persons will not enter the premises
* Where it is absolutely necessary for external delivery persons to enter the premises external delivery persons must:
	+ sanitise their hands using sanitiser provided before entry
	+ wear a face covering while on the premises
	+ remain on the premises for the least amount of time possible and less than 10 minutes

The following regular external deliveries are accepted:

1. Secondary School Catering
2. Grocery Delivery
3. Hunt (<https://www.vikingdirect.ie/>)

**Secondary School Catering**

* Secondary School Catering team delivery hot food daily
* Secondary School Catering team are given access to the premises through a separate entrance
* This entrance provides direct entrance to the kitchen area
* Secondary School Catering team place the lunch box in the kitchen area
* Secondary School Catering team must sanitise their hands before entering and wear a mask for their duration on the premises

**Grocery delivery**

* A grocery delivery occurs twice a week
* The grocery delivery person is given access to the premises through a separate entrance
* The groceries are left directly inside the entrance
* The classroom assistant places any perishable groceries in the fridge
* The catering assistant unpacks and stores the remainder of the groceries
* The grocery delivery person must sanitise their hands before entering and wear a mask for their duration on the premises

**Viking delivery**

* A Hunt delivery occurs once every half term with office supplies
* The Hunt delivery is left outside the pre-school building
* Staff btng the Hunt delivery into the building and unpack it as appropriate.