



# Pilgrims School

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## Visitor Policy

Appendix A – Covid-19 update

September 2020

Next review date: September 2021



The purpose of this policy and procedures is to ensure the Health & Safety of our children and staff both during and outside of school hours when welcoming visitors to our school.

### **The Objectives of this Policy**

We take the safety and wellbeing of our children and staff, whilst they are at school, seriously. Therefore, in line with Government guidelines, H&S requirements and safeguarding policies and procedures this policy has been put in place. **An additional section relating Covid-19 has been added to this policy (see Appendix A and the School's Covid-19 risk assessment)**

This policy applies to:

- All teaching and non-teaching staff employed by the school
- All external visitors entering the school site during the school day or for after school activities (including peripatetic tutors, sports coaches etc)
- Governors
- Parents/carers
- Volunteers
- Children
- Building & Maintenance Contractors

### **Visitors Invited to the School**

Visits to the school should be by appointment and confirmed in the main school/Little Pilgrims/Pre School diary. All visitors are required to do the following on entry to the school:

- Enter the school building through the main door and report to Administration staff.
- Formal visitors representing businesses, contractors, outside agencies etc are required to present formal identification.
- State the purpose of their visit and who has invited them or who they wish to see. They should be ready to produce formal identification.
- Sign-in via the electronic Visitors' register which is located in the main school Reception area.
- Wear a school visitors' badge for identification – this will be provided by a member of the Administration staff.
- Read and acknowledge the fire regulations and procedures and confirm their Covid-19 status.
- Remain with a member of school staff at all times.
- Turn off their mobile phones and not attempt to use them during their visit.

Should any visitor have any concerns with regards to anything they have seen/heard during their visit, we ask that they inform the member of staff accompanying them who will then advise them of the necessary steps taken by the school. For further information, please refer to the school's Safeguarding Policy which is available on the school's website ([pilgrims-school.info](http://pilgrims-school.info)).

On departing, visitors should leave via the main school Reception, sign-out and hand back their Visitors badge.

### **Unknown/Uninvited Visitors to the School**

Any unaccompanied/unknown/unexpected visitor to the school site who is not displaying their school Visitor's badge, will be challenged politely to enquire who they are and their business on the school site. They should then be escorted to reception to sign the visitors' register and be issued with an identity badge. The above procedures then apply.

In the event that the visitor refuses to comply, they are asked to leave the site immediately. The Headteacher/Deputy Headteacher (or Senior Leader if neither is available) will consider the situation and decide if it is necessary to inform the police.

### **Governors and Volunteers**

We welcome visits from our Governor, Trustee and members of the Harpur Trust staff. All school governors are required to have an enhanced DBS check. The school's HR coordinator will ensure all necessary checks have taken place volunteers prior to their start.

### **Linked Policies**

This policy should be read in conjunction with other related school policies: including:

- Child Protection
- Safeguarding
- Confidentiality
- Healthy and Safety
- Fire Safety

## **Appendix A**

**Due to the current Covid situation the school is** taking all possible measures, in accordance with Government Guidance and the school's Covid-19 risk assessment, to reduce the risk of the transmission to our colleagues and children. Therefore, we are **only accepting essential visitors by appointment on site. These would include:**

- Health & Safety Maintenance
- Emergency services.
- SEND practitioners and any external agencies who provide the children with essential services / support.
- Recruitment candidates for Early Years and SEND interview purposes.
- Prospective parents by prior appointment only (tours will not involve visits inside the school building and will take place within the school outside areas). **These are currently on hold.**
- We recognise that in addition to this list Governors, Trustee and members of the Harpur Trust staff may also require access to the school as part of their roles in monitoring and supporting the school.

We ask that visitors do not enter the school if they have:

- Come into close contact with someone diagnosed with COVID-19 or you suspect they have it in the last 14 days?
- Travelled to or been in close contact with anyone who has travelled to any of the barred countries within the last 14 days?
- Any cold or flu like symptoms, persistent cough and / or fever or loss of taste and / or smell in the last 14 days?

Should visitors have any queries relating to the statements above, we ask that they reschedule their appointment and call 111 directly to seek further advice. Once they have confirmed they are safe to come into school, we ask that they observe the following rules:

- Wear a mask at all times while inside the school building.
- Wash your hands / use the hand sanitiser frequently particularly on arrival and departure.
- Maintain a 2-meter distance throughout the duration of your visit.
- Report to Main Reception before signing in via the Electronic Visitors register.
- Wear a school Visitors' badge for identification at all times.
- Read and acknowledge the fire regulation and procedures.
- Remain with a member of the school staff at all times.
- Turn off their mobile phones and do not attempt to use them during their visit.
- Not to touch or use any equipment unless advised it is safe to do so.
- Open windows to ensure suitable ventilation or meet outside.

For further information, please refer to the school's Visitors Policy, Safeguarding Policy and Covid-19 risk assessment, which are available on the school's website ([pilgrims-school.info](http://pilgrims-school.info)).

We would like to thank all visitors to the school for their support in keeping our community safe.