

Visitors Policy

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Dealing with Visitors

1. Reporting in

All visitors are expected to report to the main school reception. At reception they will be greeted and asked to sign in, at which time they will be given a visitor's badge, which must be worn at all times. Where the visitor has proof of a Disclosure and Barring Service (DBS) check, the visitor's badge will be issued on a black lanyard. Where there is no proof of DBS clearance, the badge will be issued on a red lanyard. The visitor is made aware of the safeguarding, health and safety, fire evacuation procedures via information displayed on reception.

If a member of staff comes across a visitor at a different entrance or part of the school, they should never give the visitor directions or send the visitor to reception with a pupil. Instead the member of staff should escort the visitor personally to reception.

Pupils are instructed that if they see a stranger on the school site, and cannot see a visitor's badge, or they see an unaccompanied visitor with a red lanyard, they should immediately fetch the nearest member of staff.

2. Visitors Around School

The school has a central record of people who may visit the school and have received DBS clearance and a list of these people is retained on reception. When such a person arrives in reception they must be able to prove their identity if they are not known to school staff. Only visitors who have proven their identity and have been DBS checked can be allowed to move around the school to fulfil their engagement without being accompanied. These visitors are identified by the wearing of a black lanyard – see section 1.

For all other visitors, the receptionist will ask them to take a seat in the reception area and contact the member of staff they have come to see. This member of staff is responsible for ensuring that the visitor is accompanied at all times and is not free to wander about the school. These visitors are identified by the wearing of a red lanyard – see section 1.

3. Signing Out

All visitors should be escorted to reception and signed out when they are ready to leave.

4. Contractors

Any worker contracted by the school to undertake premises related work should report to reception, as above. If the workers have evidence of DBS checks and ID cards, the relevant member of staff will escort the worker to the area concerned and, after ensuring safe working protocols are established, can leave the contractor to get on with the work. The relevant member of staff will, though, continue to monitor the working practice of the contractor throughout the period of their stay. If the worker has no evidence of DBS clearance and/or no ID, the relevant member of staff will arrange for them to be supervised at all times. As far as possible the school will endeavour to ensure that contracted work takes place in holiday periods to minimise all risks.

Routine maintenance repairs and other premises work is often commissioned by Spie, the PPP providers. Spie must supply the school with a list of their own maintenance team and evidence of DBS checks. Any maintenance worker must first report to the school reception and be checked against the list of approved workers after showing ID, if not recognised by school staff. Spie caretakers will be contacted to meet the worker in reception and take them to the area where they will be working. As above, after checking safe working protocols, the caretaker can leave the worker to get on, checking periodically on safety issues. If the worker is not known, and has not gained DBS clearance, they should be supervised at all times.

5. Other Categories of Visitors

Former staff and pupils are to be classed as visitors and managed as above. The same applies to Governors, LA officers and staff from other schools.

COVID19 VISITOR POLICY - Appendix

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

We are now limiting access to the school site to essential visitors only:

- The visit is essential for the education, health or wellbeing of a the child
- The visit is to carry out essential urgent maintenance on school property

We ask that parents/carers who are dropping or picking up their child(ren), support our efforts to minimise the risk of contact between our families and staff:

- At the beginning and the end of the day, avoid driving or walking to the front entrance of the school site - unless there is a specific agreement in place

All visitors entering the building must:

- have a pre-arranged appointment
- use the hand sanitiser provided
- cover their mouths and nose with a tissue or sleeve (not hands) when coughing or sneezing
- put used tissues in the bin straight away and wash their hands afterwards / use hand sanitiser
- always maintain a 2-metre distance from others
- refrain from physical contact such as handshakes

We ask our school community to not enter the school site if they:

- are currently presenting Covid-19 symptoms
- have knowingly been in close contact with anyone with a confirmed case of Covid-19

Visitors may only enter the school building by appointment only, by contacting the school office on 01484 452100 or by email office@nhtschool.co.uk

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 students and staff.