



# JAMES BATEMAN MIDDLE SCHOOL

*“Where pupils achieve and excel”*

## Visitors Policy

<b>Approved by:</b>	Mrs R Bryant	<b>Date:</b> October 2021
<b>Adopted on:</b>	21 November 2021	
<b>Next review due by:</b>	October 2024	

Please note that Covid-19 details are located in the boxes in each relevant section of the policy.

## **Parents/Carers dropping off or collection of children procedures.**

During COVID-19 on arrival at school Parents/Carers should drop children at the main school entrance and leave as soon as possible. At the end of the school day, the main school gates will be unlocked at approximately 3:25pm. Parents/Carers are kindly asked to remain outside the school gates and to allow your children to come to you. QR Codes are available to be scanned linked to the 'NHS app' if you have an appointment and need to enter the school premises. Parents are asked to observe social distancing at all times and wait in the designated waiting areas for their child.

When dropping off or collecting a child/children, Parents/Carers are responsible for supervising their child until they enter the school premises. Parents/carers must not allow their child/children to access the school's play equipment the main school playground.

## **Visitor Procedures**

During COVID-19 all visitors to the school will be required to make an appointment before arriving. Visits without an appointment are only permitted if in an Emergency. Visitors will be asked to take note of the school's 'Visitors Policy' on the school's website prior to attending their appointment in school. They will be informed of what they should expect on arrival, following the school's COVID-19 'protective measures'

All visitors who are expected in school should be entered into the school diary and included on the electronic calendar.

Staff should also notify the administration staff of any visitors which they are expecting.

This information will be shared with relevant staff via the electronic calendar or in briefing.

It is very important that staff are made aware of visitors, especially when they have been invited to share the staffroom, where sensitive or confidential matters may be under discussion. Confidential information displayed on the staff noticeboard must be covered when visitors are expected to enter the staff room.

All visitors should report to the office upon arrival, where they will be asked to sign in via Inventory system.

During COVID-19 Visitors will sign both in and out on the Inventory System. Anti-bacterial wipes are made available to clean the screen following use.

QR Codes linked to the 'NHS App' are available in the school Reception area.

Before entry all visitors will have their temperature taken by a 'non-contact temperature gun' and will be asked a series of COVID-19 'health & safety checks' via Inventory. This is to ensure that visitors are safe to enter the school premises. This will be in the main school office.

A visitor's temperature and response to the COVID-19 'health & safety' checks will be recorded using Inventory. This will include the visitors (contact number and number and postcode of address) to support 'Test and Trace'.

By completing and sharing the information on Inventory you are confirming that the information was accurate at the time of recording.

All information will be retained for 21 days to support 'Test and Trace'.

If a visitor has a temperature or answers 'yes' to any of the key COVID-19 health & safety check questions then they will be asked to leave the premises immediately and advised to seek a COVID-19 Test. The Reception area will then be cleaned before access by anyone else.

The member of staff signing the visitor in should check the visitors ID badge before allowing them into the main school. Mobile telephones are not allowed to be used by visitors whilst on school premises. The admin team may ask to turn your mobile off whilst on the premises.

Parents regularly attend school events such as celebration assemblies, parent's forums etc. They must sign in and out on the visitor register, which will be located at the entrance point.

During COVID-19 parents/carers will not be permitted to attend school events until guidance from the DfE and government states it is safe to do so. This will be reviewed in line with the school's COVID-19 Risk Assessment.

## **Contractors Visits Procedure**

Contractor visits must be arranged in advance via the School Office. A hazard exchange form should be completed and the Asbestos Register read and signed.

**If any member of staff discovers a visitor who does not have a printed visitor pass, it is their responsibility to:**

1. Act promptly.

2. Ask politely if you can be of assistance.
3. Ask for ID and about the nature of their business on site.
4. Direct them to the office and ensure that they are accompanied by an adult.
5. Do not provoke them in any way.
6. Get a message to the office if you are at all concerned.
7. Ensure that visitors are not left alone.

## Meetings held in school

If any meeting is to be held in school it should be conducted (wherever possible) in the school's 'Meeting Room'.

During COVID-19 visitors will be kept to a minimum. Visitors must hand sanitise before coming through the door into the main reception area. Where unavoidable, after their COVID-19 checks and 'signing in' at the school's Main Reception you will be escorted to the place of the meeting by the member of staff holding the meeting immediately.

Meetings will be conducted following 'social distancing' guidelines. On leaving the meeting room visitors should report back to the school's Reception to sign out of the school's premises. After each use the Meeting Room will be cleaned down by the member of staff holding the meeting before being used again.

Policy Adoption and Revision Details				
<b>Policy Adoption:</b>	<b>October 2021</b>	<b>Effective date:</b>	<b>??.10.21</b>	<b>Version 1</b>
<b>Review</b>	<b>October 2024</b>			
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