



# *Roman Road Primary School*

## *Visitors Policy*

Reviewed by Roman Road Primary School: July 2021

Date next full review is due: July 2023

## **Roman Road Primary School – Visitors Policy**

Hours of Operation Between the hours of 8:00am and 4:30pm

All visitors to the school apart from permanent staff must obtain and wear a Visitor Badge whilst on school property. This includes parent helpers, visiting tradespeople and supply teachers. Visitors to school. On reporting to the School Reception at the Main Entrance, must sign in, noting name, time of arrival, and reason for being in the school. Visitors will be issued with a Visitor Badge. Prior to leaving the school, visitors must sign out.

### **School Governors**

School Governors must sign into the Signing in Book at Reception and collect their badge. They must sign out of the book when they leave. Parent Helpers Parent helpers to sign into the Parent Signing in Book.

All staff encountering a visitor without a badge should both direct the visitor to Reception and at the same time report the matter to the Office.

### **Suitability of Safety**

Anyone who wants to work with children and adults within the school will be checked out for suitability with the local authority in terms of being DBS checked and appropriately qualified.

We endeavour to ensure that a member of teaching staff is always available/close by when visitors/coaches are delivering physical activity with pupils.

## **COVID-19 PROCEDURES**

During the Coronavirus period, only essential visitors are allowed on site. Visitors are limited during school hours and parent/carer visits are by appointment only and are only when essential and are with only one parent/carer wherever possible. Only 1 person allowed at any one time in the foyer.

Whenever possible contact with visitors would be carried out virtually or by phone. Before entering beyond the foyer, a track and trace form needs to be completed. Personal information will be kept confidential and will be destroyed after twenty-one days.

When signing in, visitors will be asked to use their own pen when possible. A supply of clean pens will be available to use, if necessary. A tray will be provided to place in the used pen. Visitors will be asked to sanitise hands first and their temperature taken prior to entering the main building. Non-teaching visitors are required to wear a mask.

Visitors must keep their distance from pupils as much as possible and maintain 2m social distancing from other adults wherever possible. Visitors are to avoid face to face contact and minimise time spent within 1m of anyone.

Visitors movement around the school is reduced as much as possible and a keep to the left procedure is in place for moving through the school. Visitors are expected to follow School hygiene procedures which will be directed by the class teacher. Any resources that are used with pupils needs to be cleaned between groups, avoiding cross contamination. If a visitor develops symptoms whilst at school, they inform a member of SLT and leave site immediately to self-isolate and Public Health are informed.