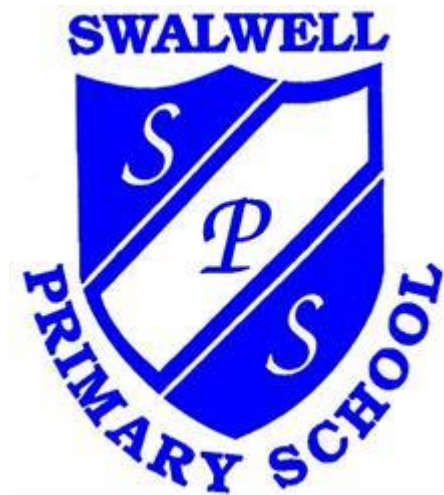


Visitors' Policy



Academic year	Head teacher	Deputy and Assistant Heads	School Business Manager	Chair of Governors
2022/23	Mrs R Hocking	Mr R Warren Mrs S Leaver & Mrs K McCall	Mrs E Elliott	Mrs L Gray

Review Date	Changes made	By whom	Date Shared
June 2020	New	HT	June 2020
July 2020	Yes	HT	July 2020
March 2021	Yes – in relation to COVID RA	HT	March 2021
September 2022		HT	

Rationale

We welcome and encourage visitors into our school. The roles and responsibilities of such visitors will be diverse and vary according to the purpose of their visit. We feel it is important that all visitors feel informed about our expectations and process in school. Amendments have been made to this policy in light of COVID-19. For meetings, where possible these should continue to be conducted remotely. During this time, visitors are limited during school hours and parent/carer visits are by appointment only. All visits to the building will be deemed as essential and will be in line with our COVID-19 risk assessment. Visitors time on site will be minimised as to what is essential for the purpose of their visit. Where possible, appointments will be outside of school hours. This policy is shared with visitors/contractors prior to visit, where possible.

Only essential volunteers are permitted into the building and this is in consultation with a member of Senior Leadership Team.

The aims of this policy are to:

1. Clarify arrangements for access to and exit from the building
2. Ensure that visiting adults, pupils and staff are safe
3. Clarify procedure for support in case of visitor concerns.
4. COVID-19 specific actions to be taken when communicating with visitors.

Aim 1

To clarify arrangements for access to and exit from the building.

Action to be taken	Person Responsible	When	COVID-19 amendments (not currently needed but applicable if public health advise of breakout)
Clarification should be sought regarding any visitor specific access arrangements to the building.	Office staff/Staff member	Booking visit.	VI and LINT staff who access the building on a weekly/daily basis have been sent our site-specific risk assessment. Additionally, they have their own risk assessment which has been shared with senior school staff. All educational visitors must be assigned to a class. A member of Swalwell staff escorts their visitor around school. Where possible, Swalwell staff touch door points with elbows etc for visitors to reduce contact. All other visitors must be assigned to a member of Swalwell staff.
All visitors to use access system and sign in/out.	Office staff/Staff member	At arrival	Visitors are asked to sanitise hands and wipe signing in screen before signing into building to avoid cross contamination. Visitors to scan identification badge to sign out of school, no touch is required.
All visitors to provide evidence of relevant clearances, documentation or identification, and are identifiable around school.	Office staff/Staff member	Before visit starts	Visitors to be given sticker identification badges which must be worn at all times during visit. All visitors to be made aware of COVID 19 expectations: <ul style="list-style-type: none"> • Movement around site: To be escorted by Swalwell staff member and reduce contact with surfaces as much as possible • Designated toilet (admin toilet if not assigned to a class or designated class toilet if an educational visitor). All <ul style="list-style-type: none"> • visitors to wipe sink area down after use. • Observe 2m social distancing • Observe stringent hand hygiene, as per school risk assessment.

			Visitors who are regular to school e.g. VI, LA inspector, are provided with their own bottle of hand sanitiser which they are to use when working in our school. This is to be left on the
			classroom/office space they are assigned to, to be used upon their return. As part of our signing in procedures, visitors are agreeing to this policy and are confirming they have not been asked to isolate due to a COVID-19 close contact nor are they exhibiting any symptoms of COVID-19.

Aim 2

To ensure that visiting adults, pupils and staff are safe.

Action to be taken	Person Responsible	When	COVID-19 amendments
All visitors to provide evidence of relevant clearances, documentation or identification.	Office staff/Staff member/HT	Before visit starts	Show though glass screen or email prior to arrival. Admin team check ID through screen.
All visitors to wear a face covering while in the school building, unless exempt.	Office Staff/ Staff member	Before entering building	Visitors to be informed they must wear a mask when inside the school building when they are booking in their visit.
Visitors working independently with pupils to be made aware of fire/ drill procedure. Staff working directly with visitors to provide support in event of fire/drill.	Office staff Accompanying staff member	At start of visit/during visit	Where possible, visitors are escorted or assigned to a class.
Visitors to ensure that relevant boundaries of decency, (not visiting pupil toilets, etc when occupied) are observed.	Accompanying staff member	At start of visit/during visit	Where possible, visitors are escorted or assigned to a class. Visitors use toilet assigned to teachers' in classroom or admin toilet
Visitors are aware of health and safety procedures and child protection procedures within school.	Accompanying staff member	At start of visit/during visit	

Aim 3

Clarify procedure for support in case of visitor concerns.

In case of a visitor having a concern about the welfare of a pupil or staff member, the matter should be reported to the Designated Lead for safeguarding who is Mrs. Rachel. Hocking, the Head Teacher, or to the designated Deputies who are: Samantha Leaver, Karen McCall and Russell Warren

In the unlikely event that a visitor should feel unable to report their concern to a member of staff because of the concern relates to matters which may be

- unlawful,
- unethical
- relating to breach of power
- relating to unfair discrimination
- harmful to the pupil or other person

the visitor should avail themselves of the LA Confidential Reporting Code and Whistle blowing Policy and follow the procedures within. A copy of these documents are available from the School Office.

Aim 4

COVID-19 specific actions to be taken when communicating with visitors.

Action to be taken	Person Responsible	When
Ensure all visitors confirm they are not shielding or living with someone who is classed as critically vulnerable or vulnerable.	Office staff	When making booking, during confirmation and upon arrival
Ensure all visitors are aware not to enter the building if they, or someone they live with, are displaying any COVID-19 symptoms before entering the building.	Office staff	When making booking, during confirmation and upon arrival
Ensure all visitors are aware not to enter the building if they, or someone they live with, has been contacted by Track and Trace and are selfisolating.	Office staff	When making booking, during confirmation and upon arrival
Advise visitors of which toilet and staffroom (if applicable) they are assigned to whilst on site.	Office staff Assigned staff member	When making booking, during confirmation and upon arrival
Advise visitors, wherever possible, they are to stay with a member of Swalwell staff and avoid contact with regularly used surfaces e.g. door handles. Swalwell staff, where possible, are to touch these with elbow.	Office staff Assigned staff member	When making booking, during confirmation and upon arrival
Visitors to sanitise their hands as they enter and leave the building and be aware of our stringent hand hygiene routines	Office staff	When making booking, during confirmation and upon arrival
Ensure visitors are aware they must not enter the classrooms when children and staff are in the building, unless they are designated to a classroom/phase bubble.	Office staff	When making booking, during confirmation and upon arrival

Visitors who fail to follow the visitor policy are reminded of the rules and if necessary are asked to leave the premises. Parents/carers who persistently fail to follow rules are discussed with the Chair of Governors/ Governing Body. Governing Body will consider issuing a Warning or Banning letter for parents/carers if they persistently don't follow the rules.

This policy should be adhered to and read in conjunction with:

- Staff code of conduct
- Whistle Blowing Policy
- Safeguarding Policy
- COVID-19 risk assessment
- H&S Policy



COVID 19 Contractor and Visitor Questionnaire and Guidance

Questionnaire

The safety of our employees, visitors & contractors is a priority of Gateshead Council (GC) and The Gateshead Housing Company (TGHC). To prevent the spread of COVID 19 and reduce the potential risk of exposure to our workforce and visitors, our procedures require all visitors to site, including contractors carrying out jobs on GC/TGHC premises, to complete this screening questionnaire in advance of the visit. Participation is mandatory to allow access to the facility. Please pass your completed form to the school office either before or on arrival.

NB: The form does not need to be completed for short duration visits such as goods/post deliveries or used by GC/TGHC establishments which have specific arrangements in place incorporating the information below.

Information will be retained by your host for 21 days.

Visitors Name:	
Visitors Company:	
Date of Visit:	
Gateshead Council Venue	
Reason for Visit:	

Self-Declaration by Visitor/Contractor		Yes	No
In the last 14 days have you:			
1.	Had close contact with or cared for someone diagnosed with COVID 19?		

2.	Had any of the following symptoms: <ul style="list-style-type: none"> • New or continuous cough - this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) and/or • A high temperature this means you feel hot to touch on your chest or back (you do not need to measure your temperature) and/or • Loss or a change in your normal sense of smell or taste 		
3.	Been tested positive for COVID-19 or awaiting test results?		
4.	Been in any location which requires you to quarantine?		
5.	Been asked to self-isolate by NHS Test and Trace/ PHE?		

If the answer is YES to any question, then access to the premise will be refused.

Guidance

Welcome to our site/offices/premises

As the coronavirus (COVID 19) pandemic continues, we want to ensure that you are aware of what steps we are taking to protect both you as an contractor or visitor. To prevent the spread of COVID 19, please ensure that you follow the Government guidance listed below:

- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- Throw all used tissues in the bin right away and wash your hands immediately after handling used tissues • Avoid touching your eyes, nose, or mouth
- Clean and disinfect frequently touched objects and surfaces

We have put in place some additional control measures in order to reduce the spread of COVID 19 and kindly ask that all contractors and visitors please follow the rules below.

Rules

- Please adhere to social distancing guidelines at all times, ensuring to keep a minimum of 2 metres distance from other people where possible.
- Please wear a face covering whilst inside the school building.
- Do not share stationery or tools; these should be kept for individual use.
- All paperwork to be approved/sent electronically where possible.
- Upon arrival, wash your hands/use hand wipes, gels or other sanitisers provided.
- Ensure any equipment you are bringing on site has been cleaned and disinfected prior to coming on to site.
- Wash your hands on a regular basis. Your host will advise you of the location of toilet facilities available for use.
- Use any PPE required as per the site's rules.
- Deliveries and collections are to be made in the designated areas only
- Report any queries or concerns to your host.

The above guidance and rules also apply to all GC/TGHC employees.

If you have any queries relating to the above or would like to discuss this further, please contact your host or the Council H&S team on 0191 433 2236/2281/2237/2270/3653 or TGHC on 3827/2371/3651/5285/3743.