



St Joseph's RC Primary School, Jarrow
Visitor Process (School Protocol)
SEPTEMBER 2020



From September 2020

External visitors

It is important to ensure that schools limit the number of external visitors where possible.

External visits should be carefully planned in advance so that agreed protocols can be shared and understood before the visit.

It is essential that the school office is informed of any planned visits so that appropriate protocols can be followed.

All visits should be brief and for the purpose intended only, social distancing of 2 metres should be adhered to if possible and where this is not possible, 1 metre social distancing should be maintained.

The arrival and leave time should be agreed in advance and adhered to at all times.

Planned visits

Office staff should be informed of the purpose of the visit, the name of the visitor, the time of arrival and the leave time.

The protocols should be emailed to the visitor in advance if possible.

The visitor protocols must be followed at all times (*see Visitor Process - Visitor Protocol Document*).

Unplanned visits

As outlined above, visits should be planned ahead but there are circumstances where visitors arrive at school without pre-arranging their visit.

In this case, careful consideration should take place to determine whether the visit can go ahead.

The Headteacher (or designated person) should consider the reason for the visit and whether the visit can proceed safely. This will take into account the people involved in the visit (staff, pupils, parents and external people).

If a meeting involving a number of people is required, a virtual platform should be considered for some or all of the participants.

The school reserves the right to refuse entry to school at any time if the visit cannot be accommodated.

If the visit is agreed, the visitor protocols must be followed at all times (*see Visitor Process - Visitor Protocol Document*).

Agency staff (includes supply teachers)

Supply teachers or other agency workers are always booked in advance. This would usually be booked by the person who arranges cover. It is essential that the office are notified of the booking.

All agency workers must follow the standard visitor protocols at all times (*see Visitor Process - Visitor Protocol Document*).

Day to day supply or agency staff will sign in and out each day.

Long term agency staff may retain their lanyard and ID badge for the duration of their assignment.

Protocol for permitting visitors to enter school

This is an enhancement of the standard visitor procedure to reduce and mitigate risks related to Covid-19 transmission. All usual visitor procedures and safeguarding procedures remain unchanged.

Visitors must agree to the visitor procedures before they are permitted entry to the school.

School will have a laminated poster in reception entitled 'visitor procedures in school'. All visitors will be required to read the document and indicate to the office staff that they have understood the content.

The office staff will take details of the visitor's name, organisation, address, telephone number and email address. This is required in line with our commitment to support the NHS test and trace service.

The personal information should be held securely and destroyed after 3 weeks as the information would no longer be required by the test and trace team.

Where possible, visitors should not bring items into school with them such as handbags, briefcases or laptop cases. A notebook and pen or laptop/device will be permitted providing that strict hygiene procedures are followed.

The following protocols and procedures must be in place;

- Laminated poster in reception area 'visitor procedures in our school'
- Visitors are required to sanitize their hands and read the laminated sheet
- Personal contact details are taken from all visitors and should be retained securely for 3 weeks
- A signing in book should **not** be used - a member of staff in the office should document these details.
- A procedure for sanitizing, holding, issuing and returning visitor lanyards will be agreed within school.
- A procedure for cleaning and sanitizing rooms, facilities and surfaces used by the visitor must be prioritised.
- All visitors to school should have a point of contact throughout their visit to raise any comments or concerns. This will be Mrs M Lloyd.
- A record of the bubble, rooms and areas that the visitor attended on the day must be recorded in school.
- All staff should be aware of the protocols for visitors and remain vigilant at all times.

Any breach of the visitor protocols should be reported to the office immediately.

From December 2020

Central team or other shared Trust staff

Members of the central team and other staff will aim to limit visits to schools where possible. Virtual meetings will be considered and utilised wherever possible.

If a visit is agreed and approved, strict protocols must be followed in school in line with the school's visitor protocols (*see Visitor Process - Visitor Protocol Document*).