



### **Visitor Protocol – 21<sup>st</sup> September 2020**

- Encourage potential visitors to contact the schools remotely rather than visiting the school.
- Limit the number of visitors at any one time.
- Provide a specific time window for essential visits to school.
- Unless their child has a medical need or other vulnerability, parents should avoid coming to the school reception. In the event of a parent needing to do this, they should make prior arrangements with the senior leadership team. Parents will be reminded of this regularly via the Parent App.
- Parents will be asked to phone school to announce their arrival, before entering the school.
- All visitors to school to wear a mask or face covering – this will include contractors, invited guests, parents collecting sick students etc.
- Signs will be mounted at the front of school alerting visitors that masks will be required to enter school.
- Limit visits to front of school where possible.
- All visitors to wash hands or sanitise on arrival to school.
- Visitors to sign in using InVentry electronic signing in system, which will be cleaned regularly.
- Record of all visitors, including contact details to allow for track and trace, will be maintained on the InVentry signing in system.
- Red/green visitor lanyards will be used to allow for safeguarding. Lanyards will be quarantined for 48 hours and then cleaned before reuse.
- Supply teachers or contractors who are issued with an access card, will be advised by their host that they should pass this back to the receptionist before leaving site, as this cannot remain on the lanyard.
- Any visitors who need to enter the body of the school must be escorted, and should wear a face mask/covering for the duration of their visit.