

## **Bowesfield Primary School Visitor Arrival and Departure Policy**

All visitors to school are directed by signage to the main entrance of school. Any visitors arriving at another entrance are asked to go to the main entrance.

Visitors can gain access to the school grounds by pressing the pedestrian entrance buzzers at the gate on Northcote Street or the pedestrian gate from the car park.

Only members of staff are permitted to admit visitors. If they are unknown, their name and the purpose of their visit must be requested prior to the door being opened. Their name and identity must be verified using photo ID (usually by identity card / badge from the company or Authority they represent).

Prior to entry, visitors must complete the 'Inventory' sign in screen with details of the date, their name, the purpose of their visit, and arrival time. A badge will be issued to the visitor which must be worn in a visible place.

Personal mobile phones must be signed in at the office during the visit and will be returned on leaving the premises.

Visitors new to school are given a copy of school safeguarding advice to read which they must sign to state they have read and understood.

They are then escorted to the person or place they are visiting.

On departure, visitors must wash their hands, sign out of the Inventory system and return their badge before leaving.

### **Addendum for 2020- 2021 school year**

From 1.9.20. as part of our prevention of infection and engagement with test and trace procedures:

- Where possible, visits should happen out of school hours.
- All visitors (including parents) must have made an appointment by email or telephone before attending school.
- For staff from other organisations, a risk assessment must have been provided by their organisation and approved by the Headteacher.
- Personal mobiles are placed by the visitor into a plastic pouch to be kept safe in the office. The visitor removes their phone from the pouch on leaving.
- Visitors must wash or gel their hands in the entrance lobby prior to signing in
- Visitors will be asked to record contact details to use in the event of the need to include the visitor in test and trace procedures as they sign in.
- Visitors will be asked to confirm that their latest LFD test was negative, if they have access to these, and the date of the test.
- Visitors must then wash their hands using soap and water, in the washroom in the entrance lobby before being admitted to school.
- Visitors are asked to wear face coverings in the entrance lobby, staffroom, corridors and any other communal areas.
- On their first visit, visitors must read the safeguarding information provided and sign to say they understand it. From September 2020, this information includes details on COVID-19 restrictions; including physical distancing and hygiene.
- A room has been allocated for visitors who are working with an individual child – the group room next to Y6.
- Visitors must use the allocated washroom throughout their visit (entrance lobby washroom).

**Emily Hodgeon**

**1.3.21.**