



# Royal Cross Primary School

Lancashire's school for deaf children

<b>Policy Title:</b>	Visitors into School Policy – updated to reflect Covid-19 guidance
<b>Date of Issue:</b>	09/09/2020
<b>Date of Review:</b>	Spring Term 2021
<b>Author and Role:</b>	Bev Hennefer, Headteacher with reference to The School Bus
<b>Ratified by:</b>	Governors Policy Committee
<b>Responsible Signatory:</b>	Clive Gregory
<b>Date of signature:</b>	
<b>Details:</b>	This Policy: is designed to outline school's procedures regarding visitors to our school grounds. This policy is designed to protect the welfare and safety of pupils, staff and visitors –taking into account the current guidance during the pandemic.
<b>Cross reference:</b>	Infection and Control Policy Safeguarding & Child Protection Policy Recovery & Risks Assessments Policy Teaching & Learning Policy

## EQUALITY AND DIVERSITY STATEMENT

Royal Cross School is committed to the fair treatment of all in line with the Equality Act 2010. An equality impact assessment has been completed on this policy to ensure that it can be implemented consistently regardless of any protected characteristics and all will be treated with dignity and respect.

## POLICY REVIEW

To ensure that this policy is relevant and up to date, comments and suggestions for additions or amendments are sought from users of this document. To contribute towards the process of review, please contact the author of the policy.

## Statement of intent

This policy is designed to outline name of school's procedures regarding visitors to our school grounds.

This policy will enable our school to:

- Take into account the current DfE/Government/Public Health England Guidance for schools.
- Safeguard and protect the welfare of pupils and staff members.
- Prevent unnecessary disruption to lessons and other educational activities.
- Protect our grounds and facilities from vandalism and misuse.
- Engage with the community and outside educational influences in a structured and productive manner.

## Legal framework

This policy has due regard to all relevant legislation, including, but not limited to, the following:

- The Health and Safety at Work etc. Act 1974
- DfE (2020) 'Keeping children safe in education'
- The Childcare Act 2006
- Education Act 1996

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- DBS Policy
- Contractors Policy
- Volunteer Policy
- Health and Safety Policy
- First Aid Policy

## Authorisation

- **All visitors should be ESSENTIAL to school operations during the Covid-19 period of restriction and follow the school's Health & Safety guidance for the duration of their visit.**
- Individuals who would like to visit the school, but are not in contact with a member of staff regarding this, will arrange their visit through the school office, who can be contacted on phone number 01772 729705.
- The office will record the date and time of the proposed visit, reason for the visit, name of the visitor(s), and the name of the organisation they belong to where applicable.
- The school office will pass all details on to the Headteacher for a final sign-off before getting back to the visitors and confirming the details of their visit.
- Teachers, or other staff members, arranging visitors to the school for educational purposes will collate all the above required information and pass this on to the school office for the Headteacher's authorisation.

- **Visitors who arrive at the school without a prior appointment may not be permitted to meet with the Headteacher/other staff members at this time of Covid-19 restrictions.**
- The visitor will not be allowed into the school without the supervision of a teacher, member of school office staff or member of the SLT. **All visitors will be required to complete the Covid-19 declaration form prior to entering school.**
- Parents are discouraged from visiting the school during school hours unless for a school event or emergency. **Where a parent arrives at the school, they will follow the school's visiting procedures and complete a Covid-19 declaration form prior to entering school.**

## **Safeguarding**

The school is committed to promoting the safety of all pupils, and may require visitors to undertake a DBS check depending on the purpose of their visit.

A visitor will require a DBS check if they work in 'regulated activity'. Regulated activity is defined as:

- Regular teaching, training, instructing, caring for or supervising pupils if the individual is unsupervised.
- Regularly providing advice or guidance on physical, emotional or educational wellbeing.
- Regularly driving a vehicle only for children.
- Regular work for a limited range of establishments (known as 'specified places') with the opportunity for contact with children.
- All relevant personal care, including helping a child with eating and drinking for reasons of illness or disability or in connection with toileting, washing, bathing and dressing for reasons of age, illness or disability.
- All health care for children provided by, or under the direction or supervision of, a regulated health care professional.

## **DBS checks will be undertaken in accordance with the DBS Policy.**

- The DSL and Headteacher will be responsible for determining whether DBS checks need to be carried out and ensuring that they are undertaken, where required.
- Under no circumstance will a visitor who has not undergone a DBS check be left unsupervised with pupils.
- The school will manage the risk of potential harm to pupils by taking steps to segregate pupils from visitors.

## **Visiting procedures**

All visitors to the school, including parents, will comply with the following procedure:

- **All visitors MUST wear a face covering when reporting into school. If visitors do not have one they will be provided with one by school.**
- Any exceptions to wearing face coverings will need to be evidenced by visitors.
- School reserves the right to refuse entry if there is no valid reason for NOT wearing a face covering.
- Immediately report to the school reception area on arrival
- Provide their details to the school office staff, including:

- Name
- Purpose of visit
- Name of pupil / staff the visit pertains to
- Expected length of visit

## **Sign-in using the electronic system**

- Display ID badges provided at all times while on school property
- Sign-out upon departure
- Return ID badges to the school office before departure

Visitors will be made aware of relevant school policies, including those in relation to health and safety (**including Covid-19 guidance**), reporting a concern and emergency procedures.

Visitors will be advised that our school is a non-smoking area and smoking is not permitted anywhere within school grounds.

Visitors will be advised that our school is a mobile free area and the use of mobile phones are not permitted within school. Exceptions are made for emergencies and the designated areas will be explained to visitors along with the procedures for use.

Prior to the visit, all visitors will be made aware of any specific parking arrangements which the school has in place.

## **Exceptions**

Visits to the school by contractors are governed by our Contractors Policy.

Anyone attending school events will keep to the areas of the school grounds where the events are taking place (e.g. the sports field, school hall).

## **Unidentified individuals**

- It is the responsibility of all staff members to politely question any individual who enters the school premises unaccompanied and/or without a clearly displayed name badge.
- Any such visitors will be directed to the school office where they can sign-in.
- If a visitor cannot be identified, the Headteacher will be informed immediately.
- If a visitor refuses to report to the school office, or becomes aggressive or abusive, they will be asked to leave the premises and the police may be called to assist.

## **Visitor conduct**

- Visitors to the school will be required to act in accordance with the school's Code of Conduct and other relevant school policies at all times, **including the school's Covid-19 guidance**.
- The school reserves the right to escort individuals from the premises who act in an aggressive or threatening manner towards staff members, pupils, governors, parents or other visitors.
- Under section 547 of the Education Act 1996, it is an offence for any person to cause a nuisance or disturbance on school premises; therefore, the police may be contacted to assist in the removal of individuals from the premises, where necessary.
- In the event of persistent occurrence of unacceptable behaviour on the school site, the school has the right to request a banning order from the LA for the individual in question.

## **Appendix A**

### **Visitors to the School Site during the Coronavirus (COVID-19) Pandemic**

This additional guidance has been created to help schools outline the procedures they will put in place to allow visitors on site during the current pandemic conditions.

#### **Statement of intent**

Royal Cross School is committed to ensuring the health and safety and wellbeing of all of our staff members, pupils and visitors during the current pandemic.

To fulfil our day-to-day roles, visitors need to come into the school, e.g. to deliver supplies, which is

Legal framework

This appendix has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- DfE (2020) 'Coronavirus (COVID-19): implementing protective measures in education and childcare settings'
- DfE (2020) 'Keeping children safe in education'

#### **This appendix operates in conjunction with the following school policies:**

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- Infection Control Policy
- Social Distancing Policy Statement
- Coronavirus (COVID-19): Visitors in School Risk Assessment
- Contractors Policy
- Volunteer Policy

#### **Before visiting the school**

- Where possible, visitors will be kept to a minimum to mitigate the risk of coronavirus spreading. Essential visitors only such as: -
  - Essential to school operation – Health & Safety
  - parent meetings – EHCP reviews
  - SALT
  - OT/Physio
  - Manchester Implant team
- To mitigate mixing and visitors spending longer periods on the school grounds, all deliveries will be left in the reception entrance to the school.
- Where possible, people will give the school notice before visiting the school.
- People will request visitation rights by contacting the school office.
- When requesting a visit to the school, people must state when they want to visit the school, for how long, and their purpose for visiting.

**For testing and tracing purposes, visitors will be required to give their names and a contact number before visiting the school site.**

- Anyone who does not want to submit their details or outline a reason for visiting the school will be denied access to the school grounds.
- The Headteacher will review all visitation requests and reserves the right to reject requests if there is no legitimate reason to visit the school.
- Official bodies, e.g. Ofsted and the police, will not have to request a visit to the school; however, they will be required to submit their contact details for testing and tracing purposes.
- Once visitation requests are authorised by the Headteacher, visitors will be sent a copy of the school's **Social Distancing Policy Statement** to understand the measures in place to protect themselves, staff members and pupils.
- When they come on to the school grounds, visitors will be asked to sign a form declaring they are in good health and that they have not been exposed to coronavirus, and to acknowledge that they have read and will adhere to the relevant documents.
- **If the visitor discloses that they have been exposed to, or are suffering from the symptoms of, coronavirus they will be asked to leave the school site immediately and advised to follow the Public Health England Guidance.**

## Infection control

- Posters will be displayed around the school to remind visitors to practice good hand and respiratory hygiene.
- Visitors will not enter the site if they are displaying symptoms of coronavirus – they will inform the Headteacher of this as soon as possible via telephone.
- Where required, visitors will be allowed to use toilets, washing areas and rest areas – these areas will be disinfected before and after use.
- All toilets will have adequate amounts of soap, alcohol-based hand sanitiser and litter bins.
- In the event there are multiple groups of visitors on the school grounds at the same time, the Headteacher and health and safety officer will ensure all parties can remain separate and properly adhere to infection control measures.
- Visitors who become unwell with coronavirus symptoms will be sent home immediately.
- In the event a visitor who is displaying symptoms cannot go home immediately, they will be asked to self-isolate in a designated area of the school, and will go home as soon as possible and follow Public Health England guidance. Once tested, the visitor will notify the school of their results for the purposes of testing and tracing procedures.
- Areas that have been occupied by symptomatic visitors, including toilets, will be cleaned and disinfected as soon as possible.

## Social distancing

- Visitors will adhere to the Social Distancing Policy Statement at all times.
- **All meetings will take place within the school's conference room for small numbers of adults – up to 6 people at a time. This will allow for safe social distancing seating to be applied.**
- Where possible, contact time between visitors and staff members/pupils will be kept to a minimum.

- Upon arrival at the school, and where necessary, visitors will be signposted to appropriate PPE to wear, e.g. gloves and a face mask. As a school for Deaf pupils with Deaf members of staff we are not requiring visitors to wear masks but have provided 'sneeze guards' for meetings if requested.
- Visitors who are required to deliver intimate care to pupils, or to provide care to pupils showing symptoms of coronavirus where a distance of two metres cannot be maintained, are provided with adequate PPE
- The Headteacher will ensure stringent social distancing measures are in place to protect clinically vulnerable individuals.
- **Where possible, meetings will be undertaken remotely to minimise the number of visitors on the school site.**

### **Monitoring and review**

This appendix will be reviewed by the Headteacher in response to any new government advice.

Updates to this policy will be communicated to all staff members by the Headteacher.

Once the school resumes regular activity, and if deemed appropriate by the Headteacher, all sections within this appendix will expire.

## **Appendix B**

### **Royal Cross School's Social Distancing Policy Statement**

In order to safeguard the welfare of all our pupils, staff and families we are committed to following the guidance published by the government and health organisations.

Royal Cross School adheres to the current guidance for social distancing within schools across England.

The current coronavirus (COVID-19) pandemic has affected how Royal Cross is able to welcome families and visitors into school and as a result we are limiting on-site visits to essential visitors only in order to comply with social distancing guidelines.

While we are looking forward to welcoming visitors into school from September, we understand the concerns of many of our stakeholders, e.g. parents and staff members. That is why we have created this policy statement – to outline the steps the school will take to mitigate the risk of infection when essential visitors are invited into Royal Cross School.

**If any visitor discloses that they have been exposed to, or are suffering from the symptoms of, coronavirus they will be asked to leave the school site immediately and advised to follow the Public Health England Guidance.**

#### **On Arrival**

- **All visitors MUST wear a face covering when reporting into school. If visitors do not have one they will be provided with one by school.**
- Any exceptions to wearing face coverings will need to be evidenced by visitors.
- School reserves the right to refuse entry if there is no valid reason for NOT wearing a face covering
- All visitors must sign in using the electronic signing in system for testing and tracing purposes, visitors will be required to give their names and a contact number before entering the school site.
- All visitors will be asked to sign a form declaring they are in good health and that they have not been exposed to coronavirus, and to acknowledge that they have read and will adhere to the relevant documents.
- All visitors will remain in the reception area and wait to be led into the conference room. Royal Cross Staff will check corridors are clear of staff / pupils prior to any visitors being led into school. This will be done prior to any visitors leaving the conference room.
- If multiple visitors from different households are waiting, the outside door will remain open and separate house-holds will be asked to practice safe distancing.
- Different household groups will be led in separately.

#### **On Site Meetings**

- All meetings will be kept to 1 hour duration to limit contact.
- All meetings will take place within the school's conference room for small numbers of adults – up to 6 people at a time. This will allow for safe social distancing seating to be applied.
- Where possible, contact time between visitors and staff members/pupils will be kept to a minimum.

- Upon arrival at the school, and where necessary, visitors will be signposted to appropriate PPE to wear, e.g. gloves and a face mask. As a school for Deaf pupils with Deaf members of staff we are not requiring visitors to wear masks but have provided 'sneeze guards' for meetings if requested.
- Seating will be allocated to visitors as enter the conference room.
- The Headteacher will ensure stringent social distancing measures are in place to protect clinically vulnerable individuals.
- **Where possible, meetings will be undertaken remotely to minimise the number of visitors on the school site.**

## **Infection Control**

- Where required, visitors will be allowed to use toilets, washing areas and rest areas – these areas will be disinfected before and after use.
- All toilets will have adequate amounts of soap, alcohol-based hand sanitiser and litter bins.
- In the event there are multiple groups of visitors on the school grounds at the same time, the Headteacher and health and safety officer will ensure all parties can remain separate and properly adhere to infection control measures.

## **Appendix C**

### **Visiting the School Site Declaration Form**

At Royal Cross Primary School, the safety of all our pupils and staff remains a top priority. As the coronavirus (COVID-19) outbreak continues, we are asking you to complete this form to help prevent the risk of exposure to and spread of the virus.

If you are unable to agree to the declaration below, we respectfully ask that you delay your visit until another time.

Please complete this form prior to entering the school premises – it should be handed into the school office as you arrive.

### **Following protective measures at our school**

To ensure the safety of everyone at our school, we have implemented a series of strict infection control measures that must be adhered to at all times.

Whilst on the school site, we ask that you:

- **All visitors MUST wear a face covering when reporting into school. If visitors do not have one they will be provided with one by school.**
- Any exceptions to wearing face coverings will need to be evidenced by visitors.
- School reserves the right to refuse entry if there is no valid reason for NOT wearing a face covering
- Follow all guidance by Royal Cross School staff in corridors, and stay only within the areas of the school that were agreed prior to your visit.
- Wash your hands when arriving at and leaving the school.
- If possible, carry and use a hand sanitiser.
- Adhere to social distancing rules, keeping a two-metre distance from others, and avoid physical contact with any individuals who are not part of your team or visiting group where possible.

**Please tick this box to confirm that you understand and agree to follow the measures outlined above.**

**Please provide contact details for testing and tracing procedures.**

<b>Full name</b>	
<b>Company/organisation</b>	
<b>Date of visit</b>	
<b>Purpose of visit</b>	
<b>Personal telephone number</b>	

## Self-declaration

Please read the points below and sign to confirm whether they all apply.

If you are unable to confirm that all these points are applicable to you, we respectfully ask that you delay your visit to another time.

Please note that if you plan to be on the school site for consecutive days, you must inform the school if your response to any of the points below changes.

### I confirm that:

- I have not been diagnosed with coronavirus within the last 14 days.
- I have not been in contact with someone who has been diagnosed with coronavirus in the last 14 days.
- I have not been in contact with someone who may have been exposed to coronavirus within the last 14 days.
- I do not live with someone who is currently self-isolating due to experiencing symptoms of coronavirus.
- I have not experienced a new, continuous cough, a high temperature, or a loss of taste or smell within the last 14 days.

**Signed:** .....

**Print name:** .....

**Date:** .....