

Glynwood Community Primary School



Visitors Policy

1. Rationale

Safeguarding our pupils is of prime importance, due to the present Covid 19 pandemic we are having to review our procedures to limit the number of visitors we have in school to those with essential business only. Those who do visit the school will have to adhere to our new strict social distancing measures at all times in order to safeguard themselves and our pupils and Staff.

2. Visitors in School - General

- All visitors will be admitted to the school site by appointment only, we cannot accommodate any unexpected visitors.
- Visitors who are here on official business, for example, health workers, social workers and supply staff should submit their own specific risk assessments prior to the visit, in order that we can accommodate any special requirements.

Visitors should enter the school by the main entrance, where they will be greeted and asked to 'sign in', this process will effectively be done by a member of the office staff using the INVENTORY system.

- Visitors will be asked to sanitise their hands
- Visitors will continue to be asked for ID where appropriate
- Visitors will be escorted to the designated meeting room
- Visitors should not leave the meeting room without arranging with a member of the school staff
- Visitors when ready to leave can contact a member of staff by speaking to the Alexa device - this is done by saying: 'Alexa call the Office'
- Visitors will then be asked to again sanitise their hands before leaving the building.

3. Visitors in School - Building Maintenance

- In addition to the above, where possible any appointments will be made before the start or at the end of the school day, when there are minimum numbers of staff and pupils in the school building. As with general visitors there is an expectation that anyone carrying out maintenance work will observe the strict social distancing rules.