

Academy Trust Visitors Policy

The Trust has a standard visitors policy which should be used in all of our schools. This is available and annually updated in the Child Protection Policy (Annex13)

During the COVID-19 pandemic we have a number of special requirements that visitors will need to observe. We also encourage visitors to undertake a Lateral Flow Test before visiting our school.

To avoid potential embarrassment, we would like to advise all visitors that school is continuing to operate a no handshake policy whilst the COVID pandemic continues.

Additional COVID-19 considerations:

- All visitors need an appointment to be admitted to the school
- All visitors are encouraged to take a Lateral Flow Test before they visit the school
- Visitors must not visit the school if they have any COVID symptoms
- All visitors should have a temperature check on arrival
- Visitors are requested to wash or sanitise their hands upon entry to the building
- The Trust policy of using red and green lanyards will continue to be used
- Lanyards will be collected and washed following use
- Keyboard/screen used for signing in should be wiped after use
- Visitors are encouraged to use their own pen to sign in
- If school pen is used for signing in it should be wiped after each use
- Visitors are required/requested to wear face coverings whilst in communal areas on site
- Visitors are asked to leave a contact number, email address and the name of who they are visiting
- If visitors are attending a meeting in a socially distanced space they may take off their face covering when settled
- Visitors working with individual children will normally work with children in a well-ventilated space outside the classroom
- If visitors need to observe classroom practice this will normally be done from the defined secure space in the classroom.