

# St Martin-in-the-Fields High School for Girls

A CHURCH OF ENGLAND ACADEMY  
Service Compassion Justice Perseverance



## **VISITORS TO SCHOOL POLICY COVID-19 ADDENDUM V3 SEPTEMBER 2020 Updated March 2021**

APPROVED: September 2020  
DATE TO BE REVIEWED: May 2021

## VISITORS TO SCHOOL POLICY (COVID ADDENDUM)

**Approved: September 2020 updated March 2021**

**Review: May 2021**

Christ is at the centre of our Church of England school community where we live, love and learn together within an inclusive and equalities framework, and where students of all faiths and none are welcomed into our Anglican Christian community. In all that we do, we seek to show God's care for our students. We value, respect and celebrate all faiths and cultures because we are inspired by a welcoming, inclusive and loving God, seen in Jesus Christ and lived out through the Holy Spirit alive in every person.

Our vision is to create a safe, caring, happy and inclusive community underpinned by our Christian values of service, compassion, justice and perseverance and our motto CARITATE ET DISCIPLINA - WITH LOVE AND LEARNING which come from the story of St Martin of Tours. Central to this is our school Bible verse from St Paul's first letter to the Corinthians.

*Love is patient, love is kind. It does not envy, it does not boast, it is not proud. It does not dishonour others, it is not self-seeking, it is not easily angered, it keeps no record of wrongs. Love does not delight in evil but rejoices with the truth. It always protects, always trusts, always hopes, always perseveres. Love never fails.*  
1 Corinthians 13:4-8

### VISITORS TO SCHOOL POLICY COVID ADDENDUM (page 1-2 and 7)

The protocol for visitors to school has been reviewed in light of the covid-19 pandemic. The details in this policy still apply with the addendum section relating to the system of controls and schools [Action for schools during Coronavirus outbreak and school reopening](#):

The addendum section has been updated 5 January to comply with the National Lockdown. Further updates made in line with school reopening on March 8 2021 and the advisory for face coverings to be worn in the classroom as well as in communal areas. [Face coverings in education - GOV.UK](#) All visitors should comply with the face covering guidance in this school.

#### **WE ASK YOU NOT TO ATTEND IN THE FOLLOWING CIRCUMSTANCES:**

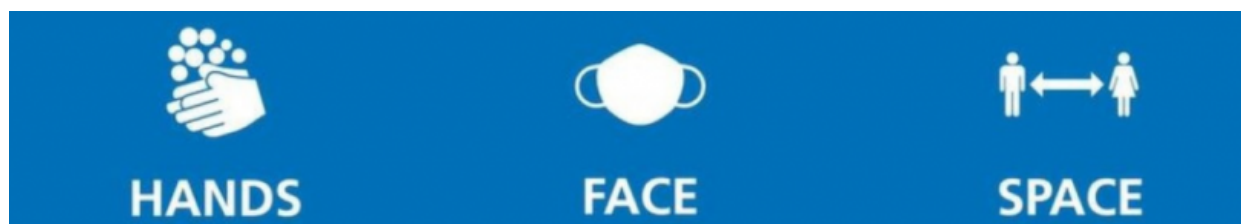
- You are feeling unwell
- You are displaying any of the possible symptoms of COVID-19
  - a high temperature
  - a new and continuous cough
  - a loss of, or change in normal taste or smell
- You are aware you have come into contact with someone who has tested positive for COVID-19 in the last 2 weeks

#### **PRIOR TO YOUR ARRIVAL**

To ensure that we can support you in the safest possible way, we ask that you follow the below procedure before attending school

- Consider if a face to face meeting is required or if remote alternatives may be an option
- Make an appointment by contacting the school. We will need to ensure we can support you in the safest possible way so we may need to be flexible with appointment times to allow appropriate social distancing and / or cleaning in school
- Inform us of any medical needs, vulnerabilities or personal risk assessments you may have in place that we need to take into consideration while supporting you in school

**COMPLETE THE APPLICATION FORM FOR VISITORS - APPENDIX 1 PAGE 7**



### IT IS COMPULSORY THAT YOU WEAR A FACE COVERING IN THIS SCHOOL

From 8 March 2021, new advice applies to the use of face coverings by staff and students in schools and further education in England. Further information can be found in the [guidance for schools](#), [guidance for specialist settings](#)

**IT IS COMPULSORY THAT ALL STUDENTS, STAFF AND VISITORS WEAR A FACE COVERING** in school when moving around, in corridors and in communal areas where social distancing cannot easily be maintained. In addition, we have now made face coverings **COMPULSORY** in classrooms. In line with government guidance, this is an additional precautionary measure for a limited time during this period of high coronavirus (COVID-19) prevalence in the community. These measures will be in place until further notice and will be reviewed and updated accordingly. [Face coverings in education - GOV.UK](#)

### WEAR YOUR FACE COVERING CORRECTLY AT ALL TIMES COVERING YOUR NOSE AND MOUTH

- Sanitise your hands on arrival at reception and wait to be called to the desk
- The reception assistant will tell you how to sign in after asking you several covid health questions. You will be given a badge which you should wear so that it is visible, it will have a green or red dot which indicates if you are a visitor with a DBS **GREEN/YES RED/NO**
- You will be met at reception by the member of staff you are visiting/person who arranged the meeting. You will not be permitted to walk around the school, particularly if you do not have the required DBS
- A ventilated room will be arranged which enables participants to maintain 2 metre distance
- If you are meeting with students for support/one to one or other intervention, please ensure you and students adhere to the school's risk assessment. Maintain social distance and avoid face on support
- Sanitise hands before putting on/removing a face covering and avoid touching whilst wearing
- Wash and sanitise hands frequently whilst on site
- Please follow the directional system indicated on the floor/ground
- Only enter rooms/areas that staff are aware you are using
- Bring your own refreshments and do not use the facilities in school
- Use the washroom facilities as directed by the school and no other
- Refer to the school's [Risk Assessment](#) a copy of which can be found on the website
- Report any concerns to the Main Reception
- Whilst on site, please follow the procedures for **safeguarding** and **evacuation** (separate leaflet)
- Sign out the same way you signed in

If you start to present symptoms or feel unwell on site, please advise the member of staff you are visiting and go home. The staff member will sign you out at reception. You should seek a test and we ask that you contact the school to let us know the result for our track and trace.

**As a visitor, or potential visitor, to the school we would appreciate your support in following this guidance on your visit to keep our staff, students and the entire community safe. Thank you.**



## **VISITORS TO SCHOOL POLICY STATEMENT**

The Headteacher and Governors at St Martin's assures all visitors a warm, friendly and professional welcome to the school whatever the purpose of their visit.

The school has a statutory duty under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, the Disability Discrimination Act 2005 and a common law duty of care for the health, safety, security and wellbeing of all students and staff and visitors to the school. This duty of care incorporates the duty to safeguard all students from subjection to any form of harm, abuse or nuisance. It is the responsibility of the Governing Body and senior staff to ensure that this duty is uncompromised at all times.

In performing this duty, the Governing Body recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The School therefore requires that **ALL VISITORS** (without exception) comply with the following policy and procedures. Failure to do so may result in the visitor(s) being escorted from the school site.

### **POLICY RESPONSIBILITY**

The Headteacher, Deputy Headteacher – Designated Safeguarding Lead (DSL)/School Business Manager are responsible for implementation, coordination and review of this policy. They will also be responsible for liaising with the school's site manager and Child Protection Officer as appropriate. All breaches of this procedure must be reported to the Headteacher, Deputy Head Teacher DSL/School Business Manager.

### **AIM**

To safeguard all children both during school hours and extra-curricular activities which are arranged by the school. The ultimate aim is to ensure that students at St Martin school can learn and enjoy extra- curricular experiences, in an environment where they are safe from harm.

### **OBJECTIVES**

To have in place a clear protocol and procedure for the admittance of external visitors to the school that is understood by all staff, governors, visitors and parents and conforms to child protection and safeguarding guidelines.

### **WHERE AND TO WHOM THE POLICY APPLIES**

The school is deemed to have control and responsibility for its students anywhere on the school site (i.e. within the school boundary fence) during normal school hours, during after school activities and on school organised (and supervised) off-site activities.

The policy applies to:

- All staff employed by the school
- All external visitors entering the school site during the school day or for after school activities (including peripatetic tutors, sports coaches, and topic related visitors e.g. authors, journalists)
- All governors of the school
- All parents/carers and volunteers
- All students
- Other Education related personnel Local Authority Advisors, Inspectors,
- Building contractors, maintenance and all other independent contractors visiting the school premises.
- Independent contractors who may transport students on minibuses or in taxis

## PROTOCOL AND PROCEDURES

### VISITORS TO THE SCHOOL

- All visitors to the school will be asked to bring formal identification with them at the time of their visit, unless they are named on the approved visitors list. Visitors must follow the procedure below. A visitor proforma should be completed by staff members in advance of a visit. See appendix 1.
- All visitors must report to the reception first before using the car park
- All visitors must report to reception first and receptionist to contact the relevant person.
- No visitor is permitted to enter the school via any other entrance under any circumstances.
- All visitors should be ready to produce formal identification upon request.
- All visitors must sign in using the electronic system. DBS information will be collected by the receptionist and logged into the system. The visitor will enter her/his details and a photograph will be taken. A lanyard with the printed pass will be given to the visitor
- All visitors will be required to wear a lanyard with their visitors pass – the pass must remain visible throughout their visit. A **GREEN LANYARD** will be given to visitors who have produced a current DBS certificate, this will be recorded on the electronic system. A **RED LANYARD** will be given to all other visitors.
- **Visitors with red lanyards must be accompanied around the school at all times.**
- Visitors with the **RED LANYARDS** must be collected by the member of staff they are meeting and escorted back to reception once their meeting concludes. The contact will then be responsible for them while they are on site.
- The visitor must not be allowed to move about the site unaccompanied unless they have a **GREEN LANYARD**.
- School Governors will be required to wear their Governors lanyard when on school premises.
- At the end of a visit to the school, all visitors must sign out using the electronic system and return their lanyard.

### APPROVED VISITOR LIST

St Martin's school holds an approved visitors list for people who frequently visit the school site to undertake work within the school (including contractors and supply staff). To qualify for this list the person must have demonstrated that:

- They have a current clear enhanced DBS check and have been authenticated by reception staff and added to the electronic system.
- Visitors on the Approved List **MUST** follow the same procedures on entry to the premises (i.e. come to reception and sign in using the electronic system).
- A copy of the approved visitor list must be kept in reception at all times.

### VISITORS DEPARTURE FROM SCHOOL

On departing the school, visitors **MUST** leave via reception and:

- Be escorted by the member of staff they are visiting **RED LANYARD** .
- Log out of the electronic system .

As a matter of courtesy, we would expect all staff to escort their visitor to the reception at the end of their visit. This is a **MUST** if they are wearing a **RED LANYARD**.

### CONTRACTORS

When working on the school premises, contractors have a duty to ensure the health and safety of everyone in the school who may be affected by their work activities. Also, they have to cooperate with the school's Health and Safety Policies and Procedures. Under the Management of Health and Safety at Work Regulations 1999, St Martin's has a legal obligation to ensure that when contractors are working on the premises, they act in a responsible and proper manner.

**The school will:**

- Ensure that planned work is organised out of school time, wherever possible.
- Ensure that the contractors have appropriate documents
- Ensure that all contractors act in a responsible and proper manner; come to an agreement regarding how the contractor can work on the school premises during the school day; check to ensure that this working agreement is fulfilled

**Contractors will:**

- Comply with all health and safety policies and safeguarding procedures when working on the school premises
- Act in a responsible and proper manner come to a working agreement regarding how they can work on the school premises during the school day
- Be familiar with the procedures for evacuating the school building in the event of an emergency

**UNKNOWN/UNINVITED VISITORS TO THE SCHOOL**

Any visitor to the school site who is not wearing an identity badge should be challenged politely to enquire who they are and their business on the school site.

**This is the responsibility of every member of staff as part of the school safeguarding policy. They should then be escorted to reception to sign in using the electronic system and be issued with an identity lanyard and with a current visitor's pass including photograph.**

The procedures under Visitors to the School above will then apply. In the event that a visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher and Deputy Head teacher should be informed promptly.

The Headteacher or Deputy Headteacher will consider the situation and decide if it is necessary to inform the police.

**STAFF RESPONSIBILITY**

If a member of staff is leaving the building and a visitor is entering the school site the staff member must not allow them access to the building and must direct them to reception. If staff have arranged for students or visitors to see them after reception is closed at 5:30pm, they must ensure they are in the reception area to collect their visitors and must escort them off the premises when they are ready to leave. All staff must ensure that any students that are working in their departments are off site by 5:00pm unless approved.

**VOLUNTEERS**

Volunteers in school often have the same unsupervised access to children as employees. A child will not consider a distinction between a volunteer and a member of staff, when seeking help or support. This means all volunteers will have undertaken enhanced DBS checks complying with St Martin's safeguarding policy.

If a department wishes to take on a volunteer they must complete a volunteer request form prior to the person commencing work at the school. Volunteers cannot come and work in the school until this has been authorised by the Headteacher.

All volunteers must comply with DBS procedures, completing a DBS disclosure form (if not already held) via the Business Manager before commencing work with the school. Volunteers must produce ID to confirm their identity and must give the name of two referees whom the school can obtain references from. The School must check all volunteers DBS certification is current (i.e. less than 3 years old). Volunteers will be given staff access cards and will undergo safeguarding training as part of their induction.

If a volunteer becomes a paid employee, then their right to work in the UK should be assessed. A new Enhanced DBS will be applied for to reflect their change to an employee.

All visitors should follow the school's procedures for evacuation in the event of an emergency. Visitors should also read and follow the safeguarding guidelines.

### **STAFF DEVELOPMENT**

As part of their induction, new staff will be made conversant with this policy for External Visitors and asked to ensure compliance with its procedures at all times.

If the procedures above are not followed by staff then disciplinary action may be taken.

### **Linked policies**

This policy and procedures should be read in conjunction with other related school policies, Including:

- Health and Safety
- Safeguarding and Child Protection
- Fire Evacuation Procedures

**APPENDIX 1 (COVID RELATED VISITOR APPLICATION FORM)****APPLICATION FORM FOR VISITORS TO SCHOOL****To be completed by the member of staff arranging the visit**

This must be completed before permission is given for the visit to go ahead, failure to do so will result in a breach of the school safeguarding procedures.

Name of visitor:	Agency:
Date of visit:	Time of visit
Reason for visit:	
Qualifications for visit:	
Visiting (class/group):	
Does the visitor have an enhanced DBS clearance and photographic identification which will be supplied to reception on arrival? <b>Yes / No</b>	
If the visitor does not have an enhanced DBS check who will be responsible for supervising them at all times until they leave the school premises?	
Who will briefly appraise the visitor of the school's Safeguarding Policy and procedure including who to make a referral to in case of a child protection concern?	
Risk assessment of the activity and impact on the students' health and wellbeing:	
Contact number of visitor:	
As the member of staff inviting the visitor I have checked the following: <ol style="list-style-type: none"><li>1. The visitor has a company/organisation risk assessment</li><li>2. The visitor does not have covid symptoms and understands that if they develop these symptoms they must not come into school</li><li>3. The visitor must adhere to the risk assessment protocols of the school. These will be provided in advance of the visit or/and on arrival</li></ol>	
Signed (staff member):	Date:
Signed (DSL if visit is approved):	Date:

**A copy of this form must be given to reception prior to the visit taking place**