



# Launceston College

*A Multi Academy Trust*

## Visitors policy

<b>Adopted on</b>	<b>September 2020</b>
<b>Reviewed by</b>	<b>Principals</b>
<b>Ratified by</b>	<b>Principals' Working Group</b>
<b>Status</b>	<b>Ratified</b>
<b>Review period</b>	<b>Every three years</b>
<b>Review date</b>	<b>September 2023</b>

## LAUNCESTON COLLEGE MAT VISITOR PROCEDURE

### COVID 19 APPENDIX – September 2020

During this time we would like to discourage visitors to the school site unless completely necessary. Meetings which can be held over the telephone or online should continue to take place in this way.

There may be instances where it is necessary for visitors to come into college to meet with staff or students face to face. In these instances, the following protocol must be adhered to;

- An appointment must be booked in advance to ensure there is an appropriate space in school for the meeting to take place.
- All schools will have a QR code displayed in reception to assist with the NHS Test and Trace strategy and visitors are encouraged to use this when visiting schools in the MAT.
- Visitors should also sign in by giving their name and other information to the receptionist to record on the signing in sheets. This information should include a phone number to be recorded for Test and Trace purposes.
- All visitors to college should sign out via reception so the number of people on site is known at all times.
- Visitors should sign by giving their name and other information to the receptionist to record on the signing in sheets. This information should include a phone number to be recorded for track and trace purposes.
- **ALL** visitors must wait in reception to be taken to the meeting location by a member of college staff.
- There will be a maximum capacity for visitors in reception and this will be displayed clearly at the entrance. If reception is at capacity visitors will be asked to wait outside.
- All visitors to the college reception should wear a mask or face covering.
- Visitors should not be in reception at the start and end of the college day as this will be used by students as an entrance and exit point.
- The number of people attending should be kept to a minimum and should not consist of more than 6 people.
- If the meeting requires parents to be present we ask that only one parent attends, unless deemed appropriate for both to attend. This will be at the discretion of the academy leadership team.
- The meeting space must be sanitized after use, paying particular attention to surfaces people have come into contact with.
- Reception to be cleaned on a regular basis during the day.
- Students will wash their hands before and after the meeting.

- Social distancing should be observed at all times before, during and after the meeting.

All visitors to the Launceston College MAT are expected to sign in, on arrival, at the main reception and wear a lanyard that identifies them for the duration of their visit. There are three options for visitors, please see below for information:

**ALL MEMBERS OF THE MAT STAFF** do not need to be treated as a visitor within the other schools as long as the member of staff is wearing their current photo lanyard. However, they will be expected to sign in at main reception of the visiting school.

School	General Visitor	Staff Visitor	College Volunteer/Governor
Altarnun	Green	Red	Black
Atlantic Academy	Yellow	Green	Green
Bideford College	Red	Green	Black
Egloskerry	Red	Red	Black
Launceston College	Red	Pink	Black

#### **GENERAL VISITOR –**

This includes all parents, carers and general visitors.

Please sign in at the main college reception, where you will receive a visitor pass that you must wear during your visit, and a safeguarding leaflet that you must read carefully. You will then be greeted by the person who you are expecting to see.

Please note – as a very busy working environment, that works around a teaching timetable, please ensure that you book an appointment in advance. Please do not expect to be seen without an appointment.

#### **STAFF VISITOR -**

This includes individuals who visit the college regularly and who are on our single central record, for example named peripatetic music teachers, pastoral agency workers and contract workers. These individuals have either had a DBS through us or their own agency/company from which we have received a letter of assurance. **A staff visitor cannot take responsibility of a visitor on their visit unless prior permission has been given by the Executive Principal.**

Please sign in at the main college reception and ensure that you are wearing your staff visitor lanyard and photo ID badge. If you do not have your staff visitor lanyard and photo ID badge on you, please follow the instructions for a 'general visitor' above.

#### **COLLEGE VOLUNTEER / GOVERNOR –**

This includes individuals who are on our single central record and have gone through our own vetting and DBS checks.

Please sign in at the main college reception and ensure that you are wearing your volunteer/governor visitor lanyard and photo ID badge. You will then be greeted by the person who you are expecting to see. If you do not have your volunteer/governor lanyard and photo ID badge on you, please follow the instructions for a 'general visitor' above

## **MOBILE PHONES**

For safeguarding reasons, in some settings, visitors may be asked to hand their mobile phones into reception where they will be safely stored for the duration of the visit.

## Visitors Policy - Appendix E Egloskerry

### Aim

To ensure that all visitors provide safe and enjoyable activities.

### Rationale

We at Egloskerry School believe in the importance of enriching our pupils' education and life experiences. This is supported by including visitors who share their skills and enthusiasm. We try to ensure that these experiences are safe and enjoyable.

### Objectives

To ensure visitors have appropriate safety checks

To ensure visitors have appropriate insurance cover.

To ensure children experience safe, enjoyable activities.

To ensure activities are in accordance with legislative, LA and school agreed policies and the ethos of the school.

### Action / Key Themes

Staff responsible for visitor will discuss content of presentation and ensure content of presentation is in accordance with legislative and school agreed policies and the ethos of the school.

Staff responsible for the visitor check financial information beforehand (whether there is a charge, which budget it will be charged to - ie, workshops, contracted work, etc).

Admin staff check visitor's ID on arrival, issue badge and red lanyard - following the schools' Visitor Checklist, which includes information about H&S and fire procedures, use of mobile phones, etc (red stickers are used for very short, casual visits).

Admin staff ask the visitor/volunteer/building contractor for copy of DBS check if school does not already have copy, or refer to the organisation's Letter of Assurance.

Admin staff arrange to enter the visitor's details onto the SCR if necessary.

Admin staff ask if visitor/volunteer/building contractor has Public Liability Insurance, if applicable, and if so to provide documentary evidence.

Admin staff ensure visitor has been shown any relevant documentation.

If applicable, staff responsible for visitor ensure visitor does not have unsupervised access to children – ensure activity is attended by members of staff or takes place in an area that is visible from the classroom.

### Implementation and Monitoring

The necessary paperwork and checks are issued and completed by the school office admin team.

Completed Visitors Working Within Schools checklists are given to Secretary for filing.

The Principal will monitor the policy.

Monitoring feedback will be shared with staff at staff meetings.

Checklists will provide evidence of successful, safe and enjoyable visits that will enrich our pupils' educational experience.