



Aldermaston CE Primary School

INFORMATION FOR VOLUNTEERS, VISITORS AND CONTRACTORS

Essential Visitors

- The school will only allow essential visitors on site for:
- School regular maintenance and emergencies
- For teaching and learning reasons
- Training that must be undertaken in person
- Safeguarding reasons
- Health and safety reasons
- Support from External Agencies, where virtual support is not appropriate
- **All visits will be at the school's discretion.**



Arranging the Visit

- **Visitors must make an appointment to visit school.**
An exception may be made if it is for essential work for a Child Protection or Child in Need case.
- Visitors without an appointment may be asked to leave and make an appointment for a later date.
- The visitor and school will agree a time and date for the visit.
- Where possible this will be undertaken when there are no pupils in school and avoiding dropping off and picking up times. Where not possible, the visitor will enter school through alternative entrances and avoid all contact with pupils.



Arrival

- Visitors must arrive at agreed time (please contact the office if you are unable to do this)
- Report directly to the school office unless other prior arrangements have been made.



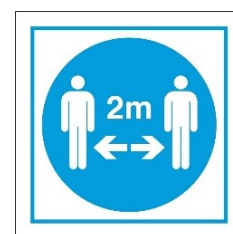
Hand Hygiene

- Use hand sanitiser provided on entry to school.
- Wash hands after visiting the toilet and at regular intervals.
- Use hand sanitiser when leaving the building



Social Distancing

- Visitors should observe social distancing whilst on the school premises wherever possible. That is:
- Meet as few persons as possible in school.
- Meet outside if possible.
- Maintaining a 2 metre social distance throughout the visit wherever possible. (This won't be possible for certain support professionals)
- Any face to face meetings should be as short as possible and in an appropriately sized / well ventilated room.



Site Visit

- Items should not be shared during the visit if possible. If not possible, good hand hygiene should be observed.
- Minimise any touching of school fixtures, fittings and other contents and use cleaning fluid provided where appropriate.
- Only visit rooms allocated. If unaccompanied you may be asked to report which rooms you have visited so that touch points may be cleaned afterwards.
- If working with pupils, visit the minimum number of group “bubbles” necessary.
- Observe any rooms restricted to visitors – e.g. staff room. Visitors

may be allocated certain toilets.

- Face masks must be worn by visitors who are not working with pupils, but they are not a substitute for maintaining the required social distance.

Becoming Symptomatic in school

- Any visitor on site who exhibits symptoms of Covid 19 will be isolated and be asked to leave site.
- If you start to feel unwell whilst you are at school please let a member of staff know.
- If you develop symptoms up to 14 days after being in our school please call school to inform us so we are able to act in line with risk assessments and track and trace.
- You are encouraged to be tested if you have symptoms.



Emergency Procedures

- All contractors and visitors unfamiliar with the site should make themselves aware of the nearest emergency exit routes to where they will be working / visiting. In the event of the fire alarm activation, the evacuation will be undertaken as normal, with the exception that there will be social distancing at the assembly point.



On discovering a **Fire**:

- Raise the alarm by shouting Fire, and break the glass in the nearest fire alarm call point.
- Make your way to the assembly point, via the nearest available safe emergency exit route.
- Tell a member of staff where you discovered the fire.

On hearing the **Fire Alarm** (a continuous sounding bell):

- Make your way, via the nearest available safe emergency exit route, to the outside assembly point (designated by a sign with a white tick on a green background) and detailed on the plan on the back page.
- Do not re-enter the building until told it is safe to do so by the 'Duty Officer' or the 'Officer of the Watch' (Fire Brigade)

Safeguarding

- If you have any concerns about the safety or welfare of children arising from what you have seen or heard, please inform the Designated Person for Child Protection, Mrs Melanie Higgs (Headteacher) or in her absence Mrs Alison Burridge (Deputy Headteacher).

Behaviour of Volunteers, Visitors and Contractors

- All Volunteers should follow the School's rules and procedures, including Health and Safety, confidentiality, child/adult safeguarding and equality and diversity as outlined in the Engaging Volunteers Policy and Volunteer Agreement
- When on-site, all volunteers, visitors and contractors are expected to behave in a responsible manner, to not endanger themselves or others, and to follow procedures identified in this document.
- A volunteer, governor or visitor upon leaving the site, must do so by the main office, sign out and return their badge to the School Office before leaving.
- Use of mobile phones - these should be out of sight in **pupil areas**, turned off or be silent/on vibrate.
- All volunteers, visitors and contractors shall dress appropriately whilst on site.
- Volunteers, visitors and contractors must only use the agreed designated areas.
- Adult/Disabled toilets are available near the hall - these are marked and highlighted pink on the enclosed plan on the back page. No other toilets in school are to be used by adults.

First Aid

- **All accidents**, whether or not they require treatment, should be reported to the Office Manager or Finance Officer in the School Office.
- If requiring First Aid, where possible the injured person should stay where they are, contact the nearest member of staff who will

inform the School Office. The School Office will call for a qualified First Aider (and if necessary the Emergency Services).

- A list of qualified First Aiders is kept in the First Aid Area and the School Office.

Smoking

This school is a NO SMOKING area.



Asbestos Register

- This site has an Asbestos Survey and the results are recorded and kept in the School Office site emergency pack. This can be seen at any time via the School Office.
- Contractors must be aware of this Register, and sign to say that they have read it before they will be allowed to carry out any works.

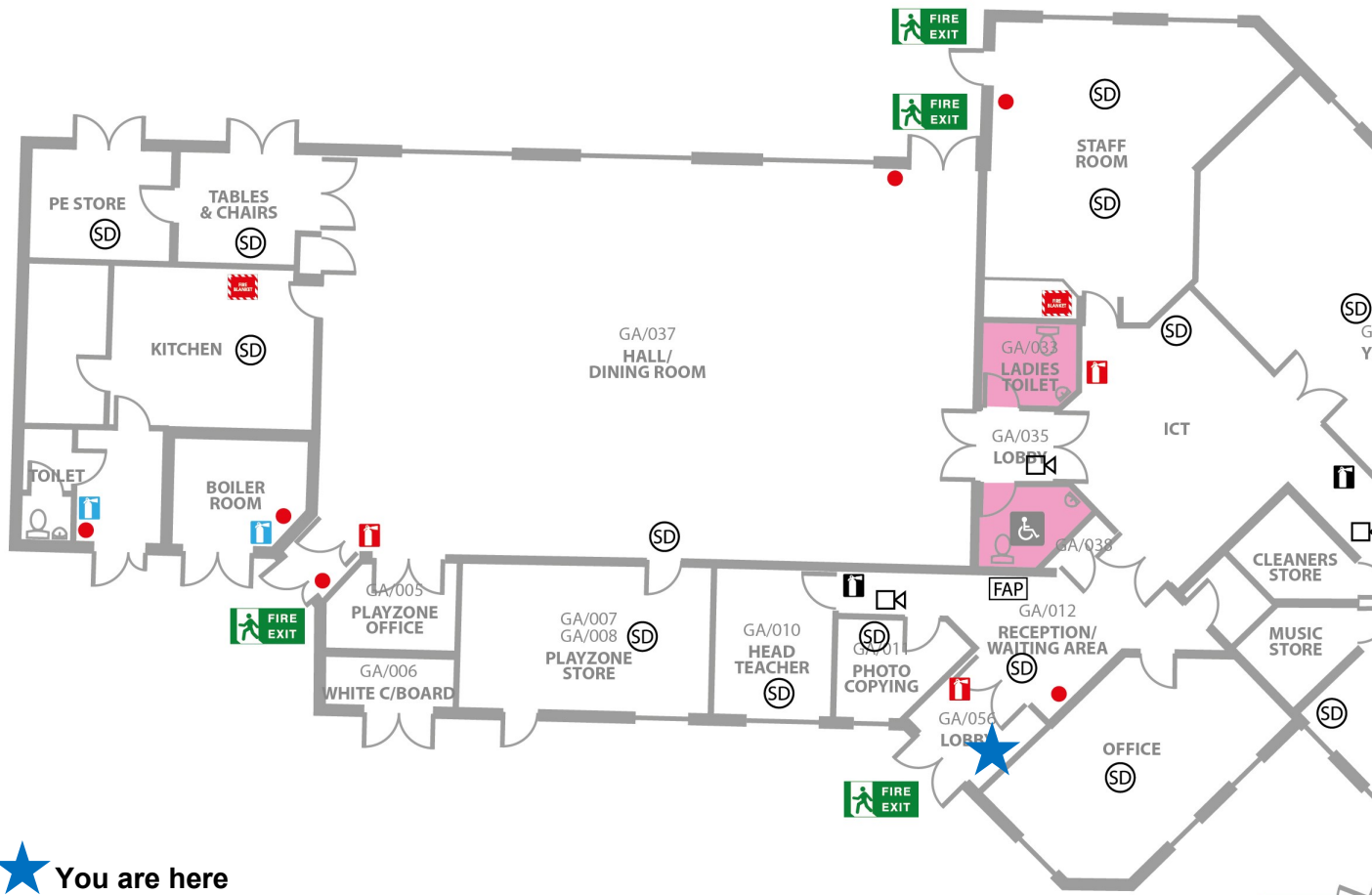
Hot Works

- Any 'hot works' shall follow recommended documented procedures and be recorded in the Hot Works Procedure Folder.
- All Hot Works Procedure should only be carried out, once assessed by the Responsible Person and signed off. The Competent Person may undertake this agreement in the absence of the Responsible Person.
- The Hot Works Procedure Folder is kept in the School Office and can be seen at any time.



ALDERMASTON C of E PRIMARY SCHOOL

Site Plan January 2013



★ You are here

KEY			
	Water Extinguisher		Smoke Detector
	CO2 Extinguisher		Sounder
	Powder Extinguisher		Fire Blanket
	Fire Alarm Call Point		Escape Route
	Fire Alarm Panel		Assembly Points

SCHOOL

